

Educational Details:

Completed S.S.L.C in Pachaiyappas's Higher Secondary School (Tamilnadu State Board) in the Academic year of 2012-2013 with the Percentage of 88.88%
Completed HSC in Pachaiyappas's Higher Secondary School (Tamilnadu State Board) in the Academic Year of 2014-2015 with the Percentage of 69%
Graduated in Bachelor of Commerce (General) in University of Madras in the Academic Year of 2015-2018 Achieved First Class with the Percentage of 70%

Work Experience Details:

I Started my Career in an IT Domain, as a Talent Acquisition Executive (IT Technical Recruiter) in the Startup IT Recruiting Consultancy Named "**Rectras Business Solutions**" in Chennai from **June 2018 to Sept 2019**.

- * Worked for Various Product and Service based Clients like Fiserv, Pickzy, To The New(Noida), Cloudsense, Preludesys etc.,
- * Sourcing the Job Profiles from Naukri, Monster, and Indeed based on Client's Requirement, Scrutinize the Candidate's CV based on their Skills and Previous Projects done with the Required Skill set which are mentioned in Job Description
- * Communicate with Suitable Candidates about the Company and Detailed Job Description and Scheduling the Direct Interview with the Clients.
- * Have Brief Sourcing Knowledge in Several Skills like Dotnet (WebApi), Java, Frontend, MEAN Stack, MERN Stack, Devops, Android (kotlin) and IOS Developer (Swift).

I switched my Career into a Finance Domain, as a Jr Finance Executive in "**SunSmart Solutions Pvt Ltd**" (Service based IT Firm) in Chennai from **Oct 2019 to June 2021**.

- * Maintaining the book of Account Receivable, Payables and Day to day Expenditure Vouchers.
- * Tracking and Maintaining all the finance transactions in TALLY ERP 9.0
- * Preparing and Maintaining the Month on Month, Quarterly, Half-yearly and Annual Balance sheets and
- * Preparing and Execution of 100+ Employee Payroll on Month on Month Basis.

I Switched my Career in a Banking Domain, as a Operations Executive in Personal Loan Department (Non Sales) in "**I-Process Services India Ltd, (ICICI BANK LTD)**" in Chennai From **July 2021 to Till Date**

- * Collecting Customers Loan Application form through Sales Executives along with Customer KYC, Verifying the Received Data, Documents and Signatures, for the Loan Eligibility and Initiated the Disbursal Process after Credit Manager's Approval.
- * Have Decent Knowledge about RLOS, RCAS, MCAS which are Commonly Used Softwares for Loan Disbursal Process in ICICI BANK.
- * Preparing Various levels of MIS (Management Information System) Reports for Entire Chennai and Pondicherry zones (180 ICICI Branches) using MS-Office and Libre Office.
- * Receiving Raw Data from the Website Portal, Performing Manual Data Cleaning in Ms-Excel/Libre office Calc using **V-Lookup, H-Lookup, X-Lookup, Pivot Tables and Basic Excel Formulae**.
- * Visualize the Completed Reports Using **Excel, Tableau and Power BI** and Publishing the reports to the Higher Officials like City Head, Zonal Head, Regional Head, Bank Managers and Relationship Managers on a Day to Day Basis

Technical Knowledge

- * Have Decent Intermediate level of Knowledge in HTML5 and CSS3 and done Some basic level of projects using HTML5 and CSS3.
- * Have quite good knowledge in Javascript, Tableau
- * Have Proficient Knowledge and Sufficient Experience MS-OFFICE and MS Excel.

Date :___/___/___

Place : **(KANNAN L)**