**Resume**

**KODANDARAMIREDDY. P** Email: [kodandamba@gmail.com](mailto:kodandamba@gmail.com),

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Kurnool – 518002.

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**OBJECTIVE:**

To be a part of an honorable organization which will aid me in gaining immense knowledge in my area of study with essential guidance and allow me to develop my personality through a variety of Ideas.

**JOB RELATED SUMMARY:**

1. Worked as a Junior Officer in HDFC Bank Ltd, Tadipatri, From 2012 May to 28th Jan 2013.
2. Previously working in same Organization at Rayadurg Branch.
3. From 25th Feb 2013 working in Reliance Life Insurance as a **Sales Manager**.

**ADFC – Job Profile:**

* Participating in day to day all clearing activities related to inward and outward.
* Attending Customer queries and interdepartmental queries.
* Tallying of all clearing related accounts and preparing MIS.
* Handling DWMS (Dividend warrants Management System).
* Internal fund transfer for Corporate Clients.
* Processing of outward RTGS,NEFT and EFT Payments received from clients
* Processing of Outstation and Local Cheques as per arrangements.
* Realization and follow up of the same in case of non receipt of payment in the process of collection.
* Capturing the inward and outward clearing cheques.
* Escalation of Problem situations and solutions as well.
* Signature verification in NCR Application.
* Handling of Total day to day ECS Activities.

**RLIC – Job Profile:**

* Recruitment of Advisors,
* Training given for Advisors,
* Reach Targets through Advisors.

**ACHIEVEMENTS:**

* Quarterly Performance Certificate -2012 from ADFC Pvt. Ltd.,

**EDUCATIONAL QUALIFICATION:**

1. MBA (Fin&Mrkt) at C.V.L.N.R Institute of Science & Technology in Anantapur.
2. Degree B. Com (Comp) at Saraswathi Degree College in Tadipatri.
3. Inter (C.E.C) at Govt. Junior College in Kolimigundla.

**TECHNICAL:**

* Courses: P.G.D.C.A., TALLY.

**PROFESSIONAL DETAILS:**

Name : Kodanda Rami Reddy P

Father's Name : P. C. Papi Reddy

Date of Birth : 16-06-1987

Languages known : English, Telugu,& Hindi

Marital Status : Un Married

Permanent Address : D.No-3-278, Kolimigundla (V&M), Kurnool (Dist)-518123, AP.

Credits : Honest, Hardworking, Zeal for Learning & Responsible.

I assure you that I keep up promise of fulfilling my responsibilities your mark of Excellence.

Place: Kurnool,

Date: 08/08/2013.

Yours Truly

(KODANDARAMIREDDY P)