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| **C U R R I C U L A M V I T A E**  **K SUDHAKAR**  ***Permanent Address:***    S/O SHEKHAR  H.No:2-62,  Relakunta(village),  Nallabelly(Mandal),  Warangal(Dt), A.P  Pin Code-506349.  ***Phone number****:*    +91-9963310901    ***Email id:***  sudhakarkuchana@gmail.com  [sudhakar49864@gmail.com](mailto:sudhakar49864@gmail.com)  ***Address For Communication:***  HNO: 4-33-268/1,  VENKATESWARA NAGAR,  J.GUTTA,BALANAGAR  TOWNSHIP  HYDERABAD-500037. | Objective :  Seeking a position to utilize my skills and abilities in the Information Technology industry that offers professional growth while being resourceful, innovative and flexible.  Academic Record :  **Master Of Computer Application (2008)**   * Under K.U University, Warangal, From S.V.S College by attaining 71%**.**   **B.Sc Computers : (2004)**   * Under K.U University, Warangal from Aurora Degree College by attaining 59.44%.   **Board of Intermediate M.P.C: (2001)**   * Under Board of Intermediate, AP from Nagabhairava junior College English Medium, Prakasam by attaining 66.1%.   **Board of Secondary Education:(1999)**   * Under S.S.C, AP from ZPPS High School, Ghanpur by attaining 58.66%.   .  Technical Skills :   |  |  | | --- | --- | | Operating Systems | Windows XP, Windows 7,DOS,and Unix/Linux | | Packages | Ms-Office, Oracle | | Programming languages | C, | | Typing | Completed Lower in English |  |  | | --- | | **Strengths :** |      * Always owed with “can-do spirit”. * Quick learner, resourceful, productive, and with good sense of humour. * Hard worker while creative, enthusiastic and well organized. * Interested in learning and developing new things.   Work Experience :   * I have been working as a **Branch Head in Manappuram Finance Ltd.** From 17-**Sep-2010 to till the date.** |
| Personal Data:  ***Date of Birt****h* :05/02/1984  ***Gender*** : M*ale*  ***Nationality***: *Indian-Hindu* **Marital Status**: Married ***Fathers Name***:*K SHEKHAR*  ***Mothers Name****: .LAKSHMI K*  *Languages* : *English,Telugu,*  *Kannada &Hindi.*  ***Interests***  *: listening music,*  *playing cricket* *Kabaddi,chess and reading books*  **Pan Card No** : BEUPK5617J | Job Profile :  **COMPANY NAME :** MANAPPURAM FINANCE LIMITED  **POSITION :** BRANCH HEAD  Customer :   * Ensure that all customer complaints have been addressed on a daily basis by interacting with regional office; ensure that all complaints are described in the customer compliant register. * Keep track of outstanding and overdue loans / payments and follow up with the concerned customers on repayment.     Internal Process :   * Conduct meetings with branch employees for 10-15 minutes every morning (about the issues related to the previous day / about new circulars received from Head Office etc) * Ensure that cashbook is properly maintained and updated. * Prepare daily transaction list, trial balance, error report, cash account details, list of shares allotted and attendance report at the end of the day * Verify physical cash balance at the end of the day and communicate the need for to concerned Regional Director on the same day * Ensure personal presence at the time of shifting of gold pledges to strong room at the end of the day for effective supervision * Comply with the company’s auction procedure during auctions * Ensure that KYC norms are strictly followed during transactions * Ensure branch premises and security aspects (C.C camera) are suitably maintained.   Declaration :   * I am confident of my ability to work in a team * I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.   Date:  Place: Hyderabad  **( K SUDHAKAR)** (**K.TULARAM**) |