Career Objective

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**M. DEVI**

**MOBILE NO-9884442103**

**EMAIL ID**:**devisri.vim@gmail.com**

**Address:**

3/59 Valluvar Salai,

Ramapuram,

Chennai – 600089.

# Personal Information:

Sex **:** Female

Nationality **:** Indian

Date of Birth : 02.05.1986

Marital status **:** Married

Father’s Name **:** P. Manickam

Husband’s Name : K. Prabhakar

Community **:**  Hindu

**Languages Known:**

English & Tamil (Read, Write & Speak)

CURRICULUM VITAE

Looking for a challenging position where I can apply constructively to the organization.

Educational Qualification

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| --- | --- | --- | --- |
| Course | **Institute / University** | **Year of Passing** | **Percentage** |
| **SSLC** | **GOVT.HIGH SCHOOL** | **2001** | **81** |
| **HSC** | **LAMECH HIGHER SECONDARY SCHOOL** | **2003** | **74** |
| **BSC ZOOLOGY** | **QUEEN MARYS COLLEGE** | **2006** | **75** |
| **MBA**  **( General)** | **ALAGAPPA UNIVERSITY** | **2010** | **58** |
| **PGDBO** | **IFBI** | **2011** | **70** |
| **Post graduate Diploma in HR services** | **Ajax management solutions** | **2011** | **Completed** |
|  |  |  |  |

Technical Qualification

NISM certification ( AMFI)

IRDA license holder

MS-Office

Ms Dos, Windows

Basic knowledge about Internet

* CLP course ( Computer Literacy Program in SRM)

Strengths

* Good Communication
* Interpersonal Skills
* Quick Learning
* Understanding & Hardworking Team work

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| **Field of Interest** |

* Computer
* Documentation
* Accounts
* Customer service

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| **Experience** |

* Planning controller and operator in Nokia India Pvt ltd for 3 years 6 month.
* Store manager in Aditya retail limited for 2 years.
* Relationship officer in ICICI Bank limited for 2years
* Currently working in IDBI Bank as Senior sales executive..

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| **Company Profile** |

* Nokia : Largest mobile manufacturing company ( Sep 2006- Jan 2009)
* More : Group of Aditya Birla retail limited. ( Feb 2009- Sep 2011)
* ICICI : India’s leading banking industry. Fastest growing industry( Oct 2011- March2013)
* IDBI: Largest public sector bank in India( Mar 2014 - till date)

**ROLES AND RESPONSIBILITES**

**Nokia India pvt ltd:**

* Maintaining MIS
* Allotting the orders to the cell
* Tracking the production
* Maintaining the production records

**Aditya Birla retail ltd ( More For You)**

* People management
* Maintaining the SOP audit files
* Achieving the monthly targets
* Brief the latest updates to the sales team
* Customer service
* Stock management
* Discrepancy report
* People management

**ICICI Bank Ltd**

* Handling branch operation queries related to current account.
* Reverts given on time through mail & phone
* Giving the proper guidelines
* Be aware of the current account opening and servicing process.
* Guide the branches to the right path
* Corporate internet banking, channel services
* Preparing MIS
* Current account opening

**IDBI Bank Ltd**

* Current account opening
* Savings account opening
* Fixed deposits & RD opening
* Existing client service
* Existing client follow up through referral
* Tracking customer deliverables details
* Main objective is suggesting suitable product to the customer.
* Preferred account service

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| **Learning** |

Finacle, I view , E search, Bankaway application, TBMS module, Talisma application, FCRM, Swift Message Search Application

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| **Declaration** |

I hereby declare that the information furnished above by me is true to the best of my knowledge.

Yours truly,

**(M.DEVI)**