**VISHWANATHAN V**

Pindikade House,Perinkulam Post, Alathur, Palakkad, India

**Contact:** +91 9633 055 150, **Email: vchviswa1@gmail.com**



Dear Sir,

I am submitting herewith my resume for your perusal and favorable consideration for a suitable post in your organization.

My resume is enclosed for your review and consideration. To describe myself in a nutshell, I am hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

I have a total experience of **I Year an 4 months across Sales and fulfillment Operations and Cluster Coordination. I am currently working as Cluster Co-Ordinator with HDFC Bank Ltd Limited, Palakkad.** I have good knowledge of handling the Operations of sales and fullfillment and wide knowledge of banking back end operations and their strategies implemented to obtain their objective of sales respectively.

*My Core Competencies include*

*Communiction• Case analysis • Data Analysis • Banking Operations • Customer Servicing • Leadership • Team Handling*

**With an innate sense of task prioritization, managerial aptitude and result oriented attitude towards accelerating organizational growth and that too in a high pressured, time bound and competitive environment, a tour through my enclosed resume shall familiarize you with the details and in my credentials, you would find a perfect fit for the said job.** Thanks in advance for sparing your time

I would appreciate an opportunity for a personal interview.

Thanking you

Yours Sincerely,

**Vishwanathan V**

**Curriculum Vitae**



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**SALES AND FULFILLMENT/CLUSTER CO-ORDINATION /OPERATIONAL PROFESSIONAL**



***Communication• Case analysis • Data Analysis • Banking Operations • Customer Servicing • Leadership • Team Handling***

* + Career period of 1 year and four months**; currently spearheading as Cluster Co-Ordinator, HDFC Bank Ltd, Palakkad.** Handling the business tracking of 14 branches comes under the cluster Palakkad.

**PROFESSIONAL EXPERIENCE**



**HDFC Bank Ltd, Palakkad Sep’15 - Present**

***CLUSTER CO-ORDINATOR***

* + Handling the Business Trackers of 14 Branches Daily/Weekly/Monthly.
  + Reporting the Business Performance of Branches as and when required by Cluster Head.
  + Conducting Events for Reward and recognition.
  + Data analysis and ascertainment of the stand width business Performance.
  + Keen observation of Target and Achievement Fulfillment of respective branches. Reporting the same to Cluster Head

**Infosys BPO Ltd, Bangalore. Jun’ 14 – Jan’ 15**

***SALES AND FULFILLMENT OPERATIONS – APPROVER***

* Working with CRM Tools and Sales force Management tools
* Handling the Incoming Partner’s Requests through the tools and makes a brief analysis on the received case to reach the next level of Business operation.
* Keen study on the cases and make the needful to Clear the errors and rectify the duplications of same serials codes.
* Applying the present value of Discounts for the Partners as per the grade or scaling in which the partner firm is listed with the organization.
* Reporting the day to day inflow of cases to the Senior Level management and make a track to obtain the total Business done for the day/Week/Month.

**EDUCATIONAL CREDENTIALS**



**BBA(Computer Applications),** AJKCAS, Bharathiar University, Coimbatore(2011-2014)

**Higher Secondary,** State Board Of Tamil Nadu (2010-2011)

**High School,** State Board of Matriculation, Tamil Nadu (2008-2009)

**PERSONAL PROFILE**



**Date of Birth** : 06.08.1992

**Father’s Name** : Vasudevan.C

**Mother’s Name** : Devaki.P

**Sex** : Male

**Marital Status** : Single

**Nationality** : Indian

**Hobbies** : Listening to music, volley ball

**Languages known** : English, Tamil, Malayalam.

**PASPORT DETAILS**



**Passport No** :N2704448

**Date Of Issue/Expiry** : 11/09/2015 to 10/09/2025

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**DATE:**

**PLACE: PALAKKAD VISHWANATHAN V**