

**APPAPPAN S. IYER**

**A-5/201, HARIDHAM FLATS  
B/H LITTLE FLOWER SCHOOL  
MANJALPUR,  
VADODARA – 390 011**

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DATE:

TO

Dear Sir

**SUB.: Suitable Position in your esteemed Organization**

With reference to above, I offer my candidature for suitable position in your esteemed organization.

In this regard, I am enclosing my detailed resume along with this letter for your records, perusal and for needful action.

I shall be pleased if you could communicate your decision on it per letter / mail.

Thanking you.

Yours faithfully,

**A S IYER.**

Encl.: As above.

## **CURRICULAM VITAE**

**Objective** To start my carrier with dynamic organization like yours from junior level to attend top most senior position which is suitable based on my educational background.

I would like to impart overall activities that is being taking place in Bank's Corporate Office and Branch Offices.

I am ready to take any assignments to learn new things as a challenge to build my career in the coming years.

**Achievements** I have been winning lots of events and accolades from school / college level.

**Hobbies** I am very much interested in participating sports like Chess, Cricket Badminton and Hockey. I am also interested in reading books newspapers and magazines.

**Computer** Good practical knowledge of Computer basic course like MS Word, Excel and Power Point.

**Personal** Possessing good health...

<b>Languages</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English	√	√	√
Hindi	√	√	√
Gujarati	√	√	√
Sanskrit	√	-	-
Tamil (Mother Tongue)	√	-	-

### **Academic Qualification Academic Medium: ENGLISH**

<b>Level</b>	<b>School</b>	<b>Subjects</b>
<b>X Std.</b>	<b>Don Bosco</b>	<b>General</b>
<b>XII Std.</b>	<b>Don Bosco</b>	<b>Commerce &amp; Accounts</b>
<b>B. Com</b>	<b>MS University</b>	<b>Human Resources</b>

**Experience: Working as “ASSOCIATE MANAGER (SALES, RECOVERY INCHARGE, LOANS & ADVANCES, PRE SANCTION & POST SANCTION ACTIVITIES, FOREX FUNCTIONS AND FRONT DESK & BACK OFFICE OPERATIONS” IN A LEADING PRIVATE BANK (CITY UNION BANK LIMITED), VADODARA BRANCH, GUJARAT FROM AUGUST 2013 ONWARDS.**

**Profile at Surat Main Branch:**

- Surat Main Branch is the India’s leading Branch of the Bank. In the said Branch I have undertook the below responsibilities.
- Handling of Cash and Cash Management operations of the main Branch even at the time of Demonitisation Period, TDS Challans, General Transfers of withdrawals of the entire Branch.
- Handled CA and CC account of the entire Branch.
- Taken care of ASBA Procedure and retain CASA in various SB Accounts.
- Taking Care of Savings Account Opening formalities
- Taking Care of General Correspondence to Clients & Central Office
- Operating and Assisting in Advance & Loan Sections, Current Account Section etc.  
Recovery Officer – Branch NRI and HNI Clients
- Overall Customer Service Activities and operations of Front Desk & Back Office of the Branch
- Trained most of the customers in the Branch to operate the activities through Net Banking.

**Profile at Baroda Branch:**

- Had been designated with Credit Department and Recovery. From this Branch try to recover long pending loans by visiting customer personally with Manager and recovered.
- Credit and Loan Department Functions
- Built and Maintaining the good relation with all the NRI and Domestic customers of the Branch.

**Salary Drawing Rs.35,000/- CTC (Exclude incentive, monthly DA increment)**

**Salary Expected:** As per Company Norms.

**Date of Birth / Gender** 05.04.1993 (24 years) / Male

**Address** A-5/201, Haridham Flats  
Manjalpur, Vadodara – 390 011  
Mobile No. 9924871344

**Email Address:** [rajanand02@yahoo.co.in](mailto:rajanand02@yahoo.co.in); [anand\\_iyer93@yahoo.com](mailto:anand_iyer93@yahoo.com);

**SIGNATURE**