**CURRICULUM VITAE**

**Mrs. K.R.SHRIDEVI**

24-M,Kaarai Patarai street,

Balarengapuram , Madurai -625009.

Email: [sysshridevifeb@gmail.com](mailto:sysshridevifeb@gmail.com) Mobile: 96290 42402

**Objective:**

Seeking a promising career that provides an opportunity to apply and enhance current skills, acquires new skills and contribute constructively to the organization.

**Educational Qualification:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** | | |  |  | **Institution** | **Percentage (%)** |
|  |  |  |  |  |  |  |  |
|  | B.Com with Comp. Appn. | | |  |  | Sourashtra College, Madurai | 70 |
|  |  |  |  |  |  | |  |
|  | XII | | |  | St.Joseph’s G.H.S.School, Madurai | | 78.5 |
|  |  |  |  |  |  | |  |
|  | X | | |  | St. Joseph’s G.H.S.School, Madurai | | 76.8 |
|  |  |  |  |  |  |  |  |
|  | **Software Skills:** | | | |  |  |  |
|  |  |  |  | |  |  |  |
|  | Operating System | | | | : | Windows 07 |  |
|  | Package | | | | : | Ms-Office |  |
|  | Languages | | | | : | C |  |
|  | Front End | | | | : | Fox Pro |  |
|  | Back End | | | | : | Oracle |  |
|  | **Personal Information:** | | | |  |  |  |
|  | Date of Birth | |  | | : | 16.02.1984 |  |
|  | Status | | | | : | Married |  |
|  | Sex | | | | : | Female |  |
|  | Address for Communication | | | | : | 24-M,Kaarai Patrai Street, |  |
|  |  |  |  |  |  | Balarengapuram, |  |
|  |  |  |  |  |  | Madurai -625 009 |  |
|  | Nationality | | | | : | Indian |  |
|  | Languages Known | | | | : | Tamil, English & Sourashtra (mother tongue). | |

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Designation** | **Job description** | **Duration** |
| Rose Matriculation School,Madurai    ADFC Pvt Ltd., (BPO of  HDFC Bank Ltd Cards  Division) L.B. Road,  Adyar, Chennai. | Office Assistant  Junior Officer | * Handling cash and Back Office Process * Handling utility bills payment END to END process. **Product Name** **SMART PAY** * Registration * On line bill payment * Cancellation * Schedule the bills * Attending queries * Receiving payments from customers * Payments settling to the billers end through their cards * Uploading the bills payments * Preparing and maintaining MIS | May’19 – Oct ‘19  Jan’ 07 - Feb’ 10 |
| S4C Services Pvt. Ltd.,  (Associate of Airtel  Telephones)  Teynampet, Chennai. | CRM | * In bound and out bound calls * To call the customers for bill Payment and Retention | Mar’ 06 - Oct’06 |
| Bhaskaran & Ramesh  Chartered Accountants,  Teynampet, Chennai. | Audit  Assistant | * Maintaining company ledger accounts * IT return Filing * Assisting company auditing | Dec’ 04 - Apr’ 05 |

**DECLARATION**

I hereby declare that all information made in this application is true to the best of my knowledge and belief.

**( K.R.SHRIDEVI )**