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| **S. Meenakshi**   |  | | --- | |  | | **Citizenship: Indian, Hindu ▪ Date of birth: 17th Feb’1984** | |  | | |  | | --- | | **Contact Details** | | **Mobile : +91 9952945860**  **e-mail :umahari2011@gmail.com** | |
| |  | | --- | | **Mailing cum Permanent address** | | No. 9/5, Block-B, F-1, Guru Srinivas Apartments, 42nd Street, Nanganallur, Chennai – 61. | | |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | **Experience** | **Worked with HDFC Bank, Chennai. Since Jun 2010 – Nov 2011.** | | | |
|  | |
| * Higher level proficiency in English type writing * Proficient in MS-Office. Done diploma course with MS-Office including Word, Excel, Power point and Windows operating systems. * **Roles and responsibilities:** * **Doing customer service for the customer enquiries about the products, services, deposits, charges fund transfer details etc…** * Explaining to the customers as the various benefits of the products being distributed. * Helping the customers to complete documentation and application formalities. * Verifying the authenticity of the documents and identity of the customer. * Keeping a list of acceptable documents required for AOD as a ready reference. * Maintaining quality norms on depletion and for cheque bouncing cases. * Handling Savings Account, Current Account and loans  |  | | --- | | Education | | |  |  | | --- | --- | | **2004 to2007** | **Master of computer Application (MCA)-first class with 80%**  Ganapathy Seethaiammal College,Affiliated by Alagappa University,karaikudi | | **2001 to 2004** | **Bachelor of science in computers – First class with 65%**  Ganapathy Seethaiammal College,Affiliated by Kamarajar University,Madurai | | **1999 to 2001**  **1998 to 1999** | **Higher secondary (12thStd) – First class with 62%**  Govt.Girls Hr.Secondary school,Manamadurai  **S.S.L.C(10th Standard) - First class with 81%**  Govt.Girls Hr.Secondary school,Manamadurai | | | |
| |  | | --- | | **Project accomplishments** | | |  |  | | --- | --- | |  |  | | **Project1 : Accomplished In NationalInsurance Company Ltd., Karaikudi**  Title of the Project  : National Insurance  Duration : 6 Months  Language Used : VB, Access | | | | **Project2 : Accomplished in HCL Technologies Ltd., Chennai**  Title of the Project  : DVD Streaming on Highvolume and Highspeed Firewire Network  Project Duration : 6 Months  Language Used : VC++ | | |
| |  | | --- | | **Personal Data** | | |  |  | | --- | --- | | **Marital status** | Married | | **Husband Name** | Hariharan. B | | **Languages Known** | Tamil, English and Hindi (To Speak, Read & Write). | | | |
| |  | | --- | | **Declaration** | | |  | | --- | | I declare that all the statements made above are true and correct to the best of my knowledge | | | |
|  | |

Date :

Place : (S. Meenakshi)