**RESUME**

**S. NAVANITHA,**

**1/43 Sri balaji complex,**

**Venugopalasamy street,**

**Mokoondapalli, Email: navanithass2020@gmail.com**

**Hosur- 635109. Contact No: 6374787172**

**OBJECTIVE:**

To learn the Practical application of Academic knowledge in Banking field , Finance, Accounts , and Audit field. To scale up my abilities in Banking & Finance domain while simultaneously contributing to the goals of the organization.

**EDUCATION QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University/Board** | **Year of passing** | **percentage** |
| **BBA., (Distance Education)** | **Annamalai University.** | **Annamalai University** | **2015-2018** | **70%** |
| **Diploma in EEE.,** | **Srinivasa Subbaraya polytechnic college, Puthur** | **State Board** | **2011-2014** | **82%** |
| **S.S.L.C.,** | **St.Paul’s Higher secondary school**  **Mayiladuthurai** | **State Board** | **2010-2011** | **86%** |

**Total Working Experience: 5 years**

**WORK EXPERIENCE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Department | LOCATION |  |  |
| 1.5 years | Banking &Customer Service officer | EQUITAS SMALL FINANCE BANK LIMITED , MAYILADUTHURAI(01-08-2019-Till Now) |  |  |

* **Worked Quality inspector in TVS MOTOR COMPANY LIMITED, Hosur (2018-19)**
* **Worked Quality inspector in TITAN Company limited, Hosur (2017-2018)**
* **Worked Branch Admin in SHAREKHAN LIMITED, Mayiladuthurai (2016-17).**
* **Worked Operating Engineer in GABRIEL INDIA LIMITED, Hosur (2015-16 )**
* **KEY SKILLS:**
* **More than one yearworking experience in Banking financial corporation and Customer Service in various departments like MFI & NON MFI,SME (Secured / Unsecured) , LAP , Business loan (Assessed / Declared ), Housing loan, Affordable Housing loan.**
* **Extensive knowledge in MFI & Non MFI Products.**
* **Expertise in MS Office, MS Excel, MS word, MS power point, MS Outlook and MS Access.**
* **Knowledge of accounting and Business principles.**
* **Ability to handle multiple tasks and work independently.**
* **Enjoys being part of highly challenging work environments.**
* **Ability to handle Customer Support.**
* **Knowledge and working experience in quality assurance dept. / in process quality control/customer support.**
* **Knowledge in layout inspection, incoming inspection, in process inspection, supplier quality, calibration for instruments and gauges.**
* **Involvingof 5s activities.**
* **Having experience in calibration in all instrument’s**
* **Measuring knowledge in gauges (pin,plug,thread,ring,radius and feeler gauge)  
  Vernier caliper,micrometer,height gauges,bore dial gauge,air gauges,profile projector and co-ordinate measuring machine.**
* **PERSONAL SKILLS :**
* **Hard working.**
* **Face the challenges boldly.**
* **Sincere to commitments and dedication to work.**
* **Maintain good relationship with colleagues.**

**PERSONAL DETAILS:**

**Father’s name : k. Selvam**

**Date of birth : 01/05/1996**

**Gender : Female**

**Nationality : Indian**

**Languages known : Tamil, English**

**Permanent Address : 5/22 Kavara Street,**

**Mappadugai post,**

**Mayiladuthurai,**

**Nagappattinam Dt- 609003.**

**Declaration:**

**I hereby declare that the information furnished here are true and correct to the best of my knowledge.**

**Thanking you,**

**Place: Signature of the candidate**

**Date:**  ( **S. NAVANITHA )**