

Tony Sabi

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Objective

“Seeking a position in an office environment, where there is a need for a variety of office management tasks including – computer knowledge, organizational abilities, business intelligence and database program use.”

Work experience

HDFC Bank

October 2015 — October 2016

Atm coordinator

- Performed general office duties and administrative tasks.
- Managed customer complaints and Retained Card Handover
- Managed the internal and external mail functions.
- Maintained the Details accurately and prepared Monthly Reports

Qualifications

- Got the certificate on INFORMATION TECHNOLOGY ENABLED SERVICES under Aid Et Action Scheme(ILEAD-INSTITUTION FOR LIVELIHOOD EDUCATION AND DEVELOPMENT)
- Acheived total A grade in Speaking, Listening, Writing and Reading from BRITISH INSTITUTE OF SPOKEN ENGLISH [P] Ltd
- Knowledge in MS Office, Tally,
- Operating system such as Windows xp, 7& 8

Education

MBA

june 2013 — june 2015

Vins Chrstian College of Engineering, Nagercoil

Obtained the MBA degree in the specialization of Finance With HR

B.Com

April 2010 — April 2013

Malankara Catholic College, Mariagiri

Interests

- Reading
- Browsing
- Listenig songs
- Cricket
- Writing

Strenghts

- Ablity to adapt to new people and environment esily
- Sincere to Commitments
- Honest and hard working
- self confidence and god fearing
- ability to speak , read and write in Malayalam, English And Tamil

Declaration

I hereby declared that al the above Given details are true to the bet of my knowledge

Faithfully

Tony Sabi