

Supritha R

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PROFILE

- ♦ To play an important role in the growth of the organization, by contributing efficiently utilizing the experience and skills acquired. Achieve new heights in career by enhancing knowledge and skills.

PROFESSIONAL EXPERIENCE

Current Organization: Axis Bank, Bengaluru

Designation: Officer Sales (SO), Salary Department **April 2019 - Present**

Job Responsibility:

- Opening of Axis Bank Salary Account
- Opening of Axis direct account for new and existing Axis bank account holders.
- Assisting customers General Insurance, Fixed Deposit, Recurring Deposit, Mutual Fund and Systematic Investment Plan.
- Assisting customers with their account related queries and concerns.
- Point of contact for Escalation/exceptions and account related queries.
- Act as high-level source of technical expertise to all incumbents
- Work closely with Head of Department to achieve department goals.
- Working with team to meet daily, weekly and Monthly deliverables.
- Monthly check for the funding on the accounts created by us from the employer.
- Daily check of the accounts which got rejected and working to clear the same.
- Ensuring to attend weekly training arranged by bank on the various products and services introduced/updated by bank.

ACHIEVEMENT:

- Got promotion within 6 months of joining bank.
- Part of Top 10 performers list from last 15 months.
- Recognized for achieving campaign targets.

COMPUTER SKILLS

- Operating System like Windows 7, Windows 98, 2000 and XP
- Package of MS Office

ACADEMIC QUALIFICATIONS

Examination	Institution/Board/University	Year	Remarks
M.Com (Accounts and Taxation)	SVR College of Commerce and Management Studies, Bangalore University	2016-18	72%
DEGREE (B.Com)	Govt First grade college, Bangalore University	2013-16	55%
P.U.C	Sri Gowramma Thipeswamy College	2011-13	76%

PERSONAL SKILLS

- Ability to understand and grasp new concepts.
- Adapting easily to changing environments.
- Good Conceptual, Analytical & Reasoning Skills.

PERSONAL DETAILS

Date of Birth : 12 July 1995

Husband Name : Mr. Ashok Naik M

Gender : Female

Nationality : Indian

Marital Status : Married

LANGUAGES KNOWN

	Speak	Write	Read
English	✓	✓	✓
Hindi	✓	✓	✓
Kannada	✓	✓	✓
Telugu	✓		

DECLARATION

I hereby declare that all the above mentioned information is correct and true as per my knowledge and I take all the liabilities of the above said facts.

DATE-

PLACE- Bengaluru

(SUPRITHA R)