

Ambika. K

115, Old Cement Lane

Austin Town,

Bangalore – 560 047

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CAREER OBJECTIVE

Shine with an organization, where I can show my knowledge, skills and strength in conjugation with the organization's goals and objectives. I am looking for a position, which will allow me to use my excellent organizational skills and where my educational background will be put to best use.

EDUCATIONAL QUALIFICATION

- Completed BCA at C.V. Raman through Distance education
- Completed MBA at Mangalore University through Distance education

WORK EXPERIENCE

- Worked in Standard Chartered Bank – Client Service Support
Duration: 22nd November, 2011 to 2nd March, 2018
 - Preparing monthly payment rebates for various banks
 - Carry out payment analysis for all India Banks involving system and excel sheet co-ordination as required by the business team on daily basis
 - Preparing MIS list for all banks in southern region
 - Responsible for Vendor Payments and Cheque
 - Responsible for updating the pricing in LC Confirmation Campaign
 - Assist network branches in recovery of pending Guarantee Commission charges
- Worked in Front Office of BBMP under Tax payment Dept with account maintenance.
Duration: 15th February 2010 to 8th February 2011
- Worked as a Nursery Teacher at ASC Public School
Duration: January 2009 to November 2009

ACHIEVEMENT

- Appreciation from the client for completing the given Task within the Time Line

TECHNICAL QUALIFICATION

- Basic in Computer
- Tally
- Call Center Training
- Diploma in Nursery Teacher Training

PERSONAL STRENGTH

- Ability to Communicate effectively with People
- Willingness to Learn
- Good Grasping Power

PERSONAL DETAILS

Name : Ambika. K

DOB : 03-06-1989

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known : Tamil, English, Hindi and Kannada

DECLARATION

I hereby declare that all above detail furnished by me are true to the best of my knowledge.

Date :
Place:

Yours Sincerely,
(**AMBIKA. K**)