

MARRIYAMMAL P



Contact: 0091 9840906266

Email: ishuchallam@gmail.com

Address: Iyyapanthangal, Chennai-600122.

PERSONAL DETAILS

Gender: Female

Date of birth: 02/02/1999

Marital Status: Unmarried

Nationality: Indian

Languages

- Tamil
- English

STRENGTH

- Ability to learn.
- Motivating others
- Good team player

WORK EXPERIENCE

ADMIN EXECUTIVE- 05/2022-12/2022

APOLLO GROUPS OF COLLEGES, CHENNAI

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact lists.
- Provide general support to visitors
- Provide information by answering questions and request.

CPA CREDIT OPERATION EXECUTIVE – 09/2019 – 12/2021

AXIS BANK, CHENNAI

- Processing HL QDE, DDE & eligible process
- Analyzing self-professionals and non-professionals and NRI case login and eligibility requirements.
- Expert in CAM preparation
- Handling HL scanning cases.
- Processing customer EMI increasing request
- Maintaining MIS reports.

SKILLS

- M S Office
- Tally
- SAP

Education

- B. Com Computer Application
Vels University -2016, CHENNAI
- HSC
Govt. Higher Sec. School- **2015, CHENNAI**
- SSLC
Govt. Higher, Sec. School - **2014 CHENNAI**