

M. NAGALAKSHMI.

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Phone No: -9150933592.

CAREER OBJECTIVE:-

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

EDUCATIONAL QUALIFICATIONS:-

Course / Branch	School / Institution	Board / University	Year of Passing	Percentage of Marks
MBA(Human Resource Management)	Easwari Eng College	Anna University (Distance Education)	2014	62%
B.Sc. (Computer Science)	Shri.S.S.S. Jain College for Women, T. Nagar, Chennai – 17	University of Madras	2008-2011	85%
12 TH Std	Alpha Mat. Hr. Sec. School, West C.I.T. Nagar, Chennai-17	State Board	2007-2008	64%
10 TH Std	Alpha Mat.Hr. Sec.School, West C.I.T. Nagar, Chennai-17	State Board	2005-2006	72%

PROFESSIONAL EXPERIENCE 1:

- **Worked in ICICI Bank as AM-2 in West Mambalam Branch in Chennai from 11th January 2023 to 15th May 2023**

Entity	ICICI Bank
Date	11th Jan 2023 to 15th May 2023
Team	Branch Relationship Manager (BRM)-Sales
Department	Branch Banking Operations
Designation	Assistant Manager-2

PROFESSIONAL EXPERIENCE 2:

- **Worked in KOTAK MAHINDRA BANK (KMB) as Associate in Chennai from 1st December 2018 to 1st September 2022.**

Entity	Kotak Mahindra Bank (Chennai)
Date	1st December 2018 to 1st September 2022
Team Name	REPAYMENT TEAM
Department	Kotak Mahindra Prime Limited (KMPL-CPU)
Designation	ASSOCIATE – ONROLE

PROFESSIONAL EXPERIENCE 3:-

- Worked in **Royal Bank of Scotland (RBS) August 2011 to February 2013** as **Officer of Grade 2 – Business Analyst Chennai**.

Entity	Royal Bank of Scotland (RBS_Chennai)
Date	August 2011 To 2013
Team Name	Account Switching Team.
Department	RCO (Retail & Commercial Operations)
Designation	Business Analyst
Post	Officer Post Grade 2

Responsibility:-

- I have supported the clients who hail from London, United Kingdom.
- My primary job is to supervise and support money transfers initiated by the customers to and from The Royal Bank of Scotland.
- Owing to my good show of consistent performance, I was offered the role of a Grade 2 Officer with the benefit Band 4 on Oct 01, 2012.

I have worked under 3 Teams in Royal Bank of Scotland RBS

1. **Regular Payments (RP)** – Customer Transaction of SO (Standing Order) and DD (Direct Debits) (Frequency).
2. **Fixed Rate Bond (FRB)** - Customer Transaction of Amount above \$1000.
3. **Account Switching (AS)** – To Switch the Transaction of Customer Account Details from Other Bank to our RBS Bank.

ACHIVEMENTS:- Training Programs

I have consciously attended 10 Training schedules through **ARAMBAH Training Programs in Royal Bank of Scotland (RBS) @ Chennai** .The list includes the following.

- Discipline in Office.
- Respect & Diversity.
- Role of Work.
- Timing in Office.
- Communication.
- ELP (English Language Program).
- Cascade about Office Work.
- Clubace Training.
- Training under Team Work.
- Entertainment Training.
- Extra-Curricular Activities Training.

TECHNICAL SKILLS:-

- MS-Word | MS-Excel | MS- Power Point | MS-Access

STRENGTHS:-

- Positive thinking
- Quick learning
- Problem Solving ability
- Organizational skills
- Able to work sincerely at given time
- Honest and Dedicated.

PERSONAL PROFILE

Father Name : Shri. B. Muthuswaminathan
Date of Birth : 30-Dec-1990
Nationality : Indian
Gender : Female
Marital Status : Married
Address : Old no 15, New no 2, Viswanathan Street,
West Mambalam, Chennai – 33.
Languages Known : Tamil & English.

Declaration:-

I hereby assure you that the information's furnished above is true to the best of my knowledge and belief.

Date: -

Location: - Chennai

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