**gIREESHMA**

**Email ID**: girishmagirishma@gmail.com **Mobile**: 7349525348

**CAREER OBJECTIVE:** A challenging and progressive career with an organization where the combination of my technical knowledge along with my creative thinking will contribute to the organization’s achievement and my growth.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/**  **University** | **Year** | **Percentage**  **(%)** |
| B. Com Degree | Sdhr degree college Tirupati | SV University | 2014-2017 | 70 |
| INTER  (MPC) | Vijayawada Naryana  Jr. College, Tirupathi | Board of intermediate,  Andhra Pradesh | 2012-2014 | 60 |
| SSC | Srivari High School | Board of Secondary, Education,AP | 2012 | 7.5 GPA |

**TECHNICAL SKILLS:**

* Programming Languages : Basics Of ‘ C ’
* Computer Application : MS OFFICE
* Data entry
* Microsoft Excel
* Microsoft Word

B. Com passed out @ 2017.

**EXPERIENCE:**

* Worked as Customer Relation Officer at Tata Prerana Motors 2023.
* Worked as Sales Officer in Axis Bank at Four Months 2021.
* Worked in Money View as KYC Analyst Apr 2019 to OCT 2020.
* Worked as ICICI sales executive Jul 2018 to Mar 2019.
* Worked as Health and Glow sales executive at 2017-Jun 2018.

**STRENGTHS:**

* My Determination to Learn.
* Adaptable to any Environment.
* Diligence at Work.

**ROLES AND RESPONSIBILITIES :**

** Analysing Documents and Disbursement Policies of Strategic and Retails customers for Secured and Unsecured**

**Products (Business loans, Personal Loans, Auto Loan& Two Wheeler loans) in a timely manner for disbursement.**

** Maintaining different documents, file reconciliations & destructions, and MIS preparation on a day-to-day basis**

**for audit purposes.**

** Analysing Documents and Credit Policies of Strategic and Retails customers for Secured and Unsecured Products**

**(Auto Loan, Business Loan & Personal Loan) in a timely manner for login.**

** Handling customer service desk.**

** Handling collection repayments.**

**PERSONAL DETAILS:**

* Husband name : U . Sunil
* Date of Birth : 27-07-1997
* Languages Known : English ,Kanada Tamil,and Telugu
* Hobbies : Interest to learn new things and Surfing on Browser.
* Address : Yelahanka Old Town, Kondappa Layout ,Bangalore -560064

**DECLARATION:**

I, Girishma, do hereby confirm that the information given above is true to the best of my knowledge.

**Date :**

**Place : Bangalore**  **(Gireeshma)**