**KVL NANDITHA**

# PERSONAL INFORMATION

Name-KVL Nanditha

Address-Door No 58-22-47 Susarla Colony

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Marital Status-Unmarried

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# CAREER OBJECTIVE

I am looking forward to working in a challenging environment which would give an opportunity to enhance my knowledge and skills and also serve an organization successfully.

# WORK EXPERIENCE- **1 Year 1 Month**

Currently working as VAO Relationship manager for Video KYC on contractual basis in **Fedserv (Federal Bank) unit of Visakhapatnam since February 2022**

**Synopsis of Video KYC process**

KYC is a Key Component of Customer On boarding involving Customer Acceptance, Customer Identification Programme (CIP) and CDD (Customer Due Diligence)

As a part of Customer Acceptance Policy, Federal Bank has mandated policy guidelines to verify the identity of customers through collection of Various ID proofs and Documents during the CIP. One of the Key On boarding activity is Video KYC

Video KYC was introduced a**s** in 2020 by Reserve Bnak of India In the wake of Covid-19 pandemic. Banks are completing the KYC process using video technology. This Also Uses Artificial Intelligence to Support Customer Verification. This activity involves directly connecting with Customers Online and getting the KYC Completed to support on boarding process.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/Board** | **Year of Passing** | **Percentage Marks** |
| **MSW**  **(Specialisation in Community Development& Labour Welfare)** | **IISWBM** | **Calcutta University** | **2018** | **59.3%** |
| **BA (Sociology)** | **Women’s Christian College** | **Calcutta University** | **2015** | **50%** |
| **Higher Secondary(Arts)** | **Ramadevi Women’s College** | **Council of Higher Secondary Education,**  **Orissa** | **2012** | **75.66%** |
| **Secondary** | **St. Joseph’s High School** | **ICSE** | **2010** | **72.42%** |

**ACADEMIC ACTIVITIES**

* Attended a national level one day seminar on cyber crime conducted by the Department of Sociology Women’s Christian College.
* Participated in the workshop on Anti-Addiction and Substance Abuse organized by Department of MSW, IISWBM.
* Participated in the Global Entrepreneurship Summit 2018 organised by Entrepreneurship Cell, IIT Kharagpur

# ACADEMIC PROJECTS

* **“Disaster Risk Reduction of people living in Tiljala area of Kolkata”**

2 months summer internship with a NGO as a part of my Masters curriculum

DRCSC NGO has been working in this area on Disaster preparedness of people with continuous workshops and seminar and creating awareness among people. People of Tiljala area are now fully aware and prepared to face any kind of unforeseen disaster in future.

* **“Life of people living in Navanir oldage home in Chetla area of Kolkata”**

As a part of my graduation dissertation paper I conducted a research on the harsh reality of people living in oldage homes away from their children by interacting with the people in this oldage home and concluding that the reality is very sad to see as most people are forcefully sent to oldage home by their children to get rid of their parents burden.

# AREAS OF INTEREST

* **HUMAN RESOURCES**

## Human Resources (HR)

Human resources (HR) is the division of a business that is charged with finding,screening, recruiting, and training job applicants. It also administer employee-benefit programs.

HR plays a key role in helping companies deal with a fast-changing business environment and a greater demand for quality employees in the 21st century.

**a)As a generalist**:

Human resources generalists perform many administrative tasks that keep the human resources department running smoothly. They are responsible for managing the daily operations of the department concerning policies, procedures and programs. More specifically, generalists oversee regulatory compliance and reporting, organization development, company-employee communication and employee safety and welfare

**b)As a assistant:**

The role of a human resources assistant involves assisting HR directors and managers with administrative tasks. HR assistants document absences, terminations, performance reports, grievances and compensation information related to employees. They often help with the recruitment process, such as by writing job descriptions, contacting references and communicating with applicants.

**c)Labour relations specialist**

Labor relations specialists are well-versed in economics, labor laws, wage data and collective bargaining trends with the union. Their specialized role involves preparing the information that executive managers need during the collective bargaining process. They also implement industrial labor relations programs, manage grievance procedures, advise human resources staff and compile statistical information to guide a company's decisions concerning employee contracts.

**d) Employee relations managers**

Employee relations managers maintain a harmonious work environment by addressing certain behaviors that affect the workplace. Their knowledge of state and federal employment laws helps them understand how to handle the process of conflict resolution and other situations that call for negotiation. Employee relations managers must possess excellent communication and interpersonal skills, and they should know how to handle sensitive issues.

**CORPORATE SOCIAL RESPONSIBILITY**

* Serving the society through organizations funds by organizing events or doing welfare activities

# ACHIEVEMENTS

* Topper in Economics during graduation

# TECHNICAL AND SOFTWARE SKILLS

* + Certificate Course in Office Automation from NIELET, Kolkata
  + Microsoft Office-Comfortable working in MS Word/Excel and Powerpoint

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| ENGLISH | Yes | Yes | Yes |
| HINDI | Yes | Yes | Yes |
| TELUGU | Yes | No | Yes |
| TAMIL | No | No | Yes |

# LANGUAGES KNOWN

**HOBBIES**

# Listening to music, Reading books by Indian authors, Cooking