

M.J. Swapna

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A high tendency and capability to suit to the high paced and largely pressurizing work environment at development organization

Through knowledge of traditional as well as modern operating systems and great hand at their troubleshooting
Great fluency in spoken and written English

WORK EXPERIENCE

Customer Care Executive

ICICI Bank Ltd - Hyderabad, Andhra Pradesh - April 2015 to Present

Updating KYC Document of the Customer.

Monitoring Transactions of the Customer

Authorizing the Transaction

Risk Management & Fraud investigation

EDUCATION

B.Com

DBPM Degree college - Secunderabad, Andhra Pradesh

2010 to 2013

SKILLS

hardworking ,solving problems good communication skill

ADDITIONAL INFORMATION

Technical Skills

- Good Knowledge in MS Office.
- Operating systems Windows XP, Windows 7 and Windows 8.
- ERP9 Tally

PROFESSIONAL SKILLS

- Possesses basic time management skills
- Ability to understand and comply the quality requirements
- Good Communication skills and Public speaking