

# **R. INDIRA SUBAPRIYA**

---

Chennai, Tamil Nadu 600017 • 07738237080 [.rksubapriya@gmail.com](mailto:rksubapriya@gmail.com)

## **Professional Summary**

An Experienced and well maintained professional having ample amount of knowledge in banking sector and seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favour of the company

## **Skills**

- Mail processing
- Cash Management
- Relationship building
- Good Knowledge of Management Software and usage of its tools.

## **Work History**

**Clerk**, 11/2012 to 05/2019

**Karur Vysya Bank** - Mumbai, Maharashtra

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.

## **Roles and Responsibilities**

- Processed daily client transactions, including deposits, withdrawals, Money transfers.
- Accurately maintained records of each transaction and ensured all documentation and paperwork.
- Helped customer's open and close checking accounts, Credit cards, Savings accounts and personal loans.

## **Education**

**MCA- Computer Science**, 05/2009

St. Xaviers College – Tirunelveli.