**ULLAS B G**

Ullas Bhavan,

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**CAREER OBJECTIVE**

Seeking a challenging position in an organization that offers career development opportunities and growth, where I can contribute to the growth of the organization through my knowledge, skills and professional expertise.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Degree** | **Board/University** | **Abode of Study** | **Percentage** |
| Post-Graduation | PGDM  (Finance& Marketing) | Autonomous (Approved by AICTE) | DC School of Media & Business, Trivandrum | 67% |
| Graduation | BBA | Kerala  University | UIT CENTRE PIRAPPANCODE | 55% |
| Under Graduation | HSC | Board of Higher Secondary Education | M.V.H.S.S Trivandrum | 62% |
| SSLC | Board of Secondary Education | M.V.H.S.S Trivandrum | 58% |

**PROJECTS & INTERNSHIPS**

**PROJECTS**

* Summer project at Geojit (May-June 2011)
* Project done at KSRTC, Trivandrum, based on Motivation level of Employees
* Did an Organization Study and case writing at LJ Packages, Kinfra Apparal Park.

**INTERNSHIPS**

* Participated in15 days DC International Book Fair, Trivandrum on November 2010.
* Underwent 7 days of internship during Big Sale (20-26 January) at Big Bazaar, Pattom.
* Successfully underwent weekly internship in 3rd semester at Light Logics.
* Underwent Internship at India IIFL, Trivandrum

**PROFESSIONAL SKILLS**

* Diploma in computer application
* MS Office(Outlook, Access, Project)
* Tally
* Superior problem solving and customer service
* Stupendous communication and presentation

**PROFESSIONAL EXPERIENCE**

# **CUSTOMER SERVICE EXECUTIVE**

# Company: Muthoot Fincorp Ltd

# Period: June 2012 to January 2013

Job Responsibilities:

* Provides excellent customer service
* Create method to provide feedback and Quality Assurance on identified errors
* Public relation
* Interbank cash transferring
* Accurately performs registration process for new and existing clients
* Manages the client service coordinators
* Customer queries
* Perform timely performance evaluations, as well as appropriate disciplinary actions.

1. **CREDIT VERIFICATION OFFICER**

Company: Indusind Bank

Period: February 2013 to march 2014

Job Responsibilities

* Verifying the customer
* Checking cibil for the customer
* Public relation
* Approving loan
* Conducting seminars for improving the performance-rate of counter staff.
* Maintaining customers files and the Administration filing system
* Payroll management.
* Compensation and benefits administration and recordkeeping

**3.SALES OFFICER**

Company: Kaula Agro Food Products

Period: april 2014 TO dec 2014

Job Responsibilities

* Generating new business outlets
* Increasing sales volume
* Giving offers to Retailers

**4. ACCOUNTS EXECUTIVE**

COMPANY: Bhima jewellery

Period: Jan 2015

Job Responsibilities

* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

**STRENGTHS AND POSITIVE TRAITS**

* Team player
* Willingness to learn
* Good problem solving skills
* Hardworking

**INTERESTS**

* Listening music
* Playing cricket
* Driving

**EXTRACURRICULAR ACTIVITIES**

* Attended TRIMA’s Silver Jubilee Management Convention on the theme “Inclusive Growth for Development” at Taj Vivanta, Trivandrum from 4th to 5th February 2011.
* Active member in DC International Book Fair.
* Attended TiE convention at Leela Kempinski on 26th July 2011.

**PERSONAL DETAILS**

Name: Ullas BG

Father’s Name: Bhuvanachandran Nair

Date of Birth: 21-05-1987

Marital Status: Single

Language Known: English, Malayalam and Hindi

**DECLARATION**

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Place:

Date: **ULLAS. B G**