

CURRICULUMVITAE

SYED SEEMA

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H.No. 3-2-237,

Sir Silk Colony,

Kaghaznagar - 504296

CAREER OBJECTIVE:

Secure a challenging position where my knowledge can be utilized in successful completion of any assignment and to be real asset in the organization in terms of gaining sharing and development skills.

EDUCATIONAL QUALIFICATION:

1. Academic qualification:

- > M.Com correspondence from Osmania University,
- > B.Com from Kakatiya University,
- > Intermediate from Board of Intermediate,
- > S.S.C. from Board of Secondary Education.

2. Technical qualification:

Packages known	:	MS-Office 2003
Other skills	:	Typing (Lower)

WORK EXPERIENCE:

4 Years experience in ICICI Bank,

5 Year Experience in Teaching Field.

Job profile : Worked as a Officer in Retail Banking Operations.

Deal quickly and efficiently with customer enquiries or complaints by Phone and mails.

Use the most appropriate way to communicate with different behavior Types on the telephone and Emails

Apply the proper telephone etiquette to satisfy various customer situations.

Sending the mails to customer queries and coordinating with branches any issue.

Processing the request through Phone Banking and Internet banking for Opening, Closure and Modification of FD/RD, Solving the miscellaneous queries of FD/RD.

Processing the request of Loan against deposits and for loan against deposits.

Transfer of accounts, SB account opening Address modifications, and opening of FD/RD and Loans sending the Lead to branches.

Resolving critical issues of transaction processing,

Providing the information to the customers on New Products (Eg. Online Trading Account, Life Insurance, Mutual Funds, FD`s Loans)

Providing the Service to customer depending upon requirement and inform about the new products.

STRENGTHS:-

- > Patience and Hardworking nature.
- > Learning abilities, Self-Motivation, Honesty and Integrity.

PERSONAL DETAILS:-

Name	:	SYED SEEMA
Father`s Name	:	SD. JAHANGIR
Date of Birth	:	16/09/1988
Age	:	32 Years
Gender	:	Female
Marital status	:	Married
Languages known	:	English, Hindi and Telugu
Hobbies	:	Listen music and Reading books
Nationality	:	Indian Muslim

DECLARATION

I hereby declare that all the above information regarding myself is correct in my true sense and that I will provide any document regarding the same on demand.

Thanking you,

Date:

Yours Faithfully,

Place:

(SYED SEEMA)