

M.DAMODARA

Mobile: +91 9535479318

Email: mutyaladamu@gmail.com

CARRERS OBJEICTIES:

To be start my management career by joining a professional organization and grab good career advancement through large efforts and innovative work techniques.

EDUCATIONAL QUALIFICATION:

- Ø MBA in Finance& marketing from JNTU Ananthapur, with 73%.
- Ø B.SC (Comp) from CNR ARTS&SCINCE College, PILER, with 60% .
- Ø Intermediate (M P C) from Govt Junior College, KALIKIRI, With 54%.
- Ø SSC from SRI VIDYANIKETHAN (E/M&T/M) high School, kandur with 76% .

PROFESSIONAL SUMMERY:

I HAVE WORKED IN ICICI SECURITIES LTD OPERATIONS. (AUGUST 2015 TO JULY 2016)

CAREER PROFILE:

Organization name : 3I INFOTIC

Role : JUNIOR ASSOCIATE

Duration : 1 Year

RESPONSIBILITES:

- **Regional sales operations.**
 - a. Team involved. Data entry .
 - b. Activities handles by team.
- **Associate/agent enrollment.**
 - a. Associate application process.
 - b. CAMS data capturing
 - c. VSTS data capturing and exception handling.

- One in One to 3 in 1 Upgrade process and 2 in one multi-invest to 3 in 1 upgrade process.
 - Green Channel form processing.
 - NRI form processing
 - SUB BROKER and ONE IN ONE accounts opening.
 - **Tele calling Process**
- a. Kyc Verification Appointment fixing.
 - b. Explain to Customers and visit the customers place.

TECHENICAL SKILS :

- Operating system : Windows 8, MS- office, Tally ERP 9.0
- Typewriting : Lower (English)

PERSONAL PROFIL

Name : M. Damodara
 Mothers name : M .Ramadevi
 Date of Birth : 27/03/1992
 Gender : Male
 Nationality : Indian
 Marital Status : unmarried
 Languages Known : Telugu, English, kannada
 Address : 3-36 Gallavaripalli, valligaltla post
 Somala modal Chittoor dist. 517234.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place :

Date :

Yours Faithfully

(M.DAMODARA)