

CURRICULUM VITAE

MEGA ASHWINI.R

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- To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

Academia

- Secondary School leaving Certificate from Priya English High School, Bangalore 2010 with B grade.
- Pre University Course from St. Joseph's Girls College, Bangalore 2012 with A grade.
- Bachelor of Arts from Bangalore University, India 2018 with A grade.

Computer Skills

- Good Knowledge in Microsoft Word, MS Excel and Microsoft Outlook.
- Capable of browsing the internet through different browsers like internet explorer, Mozilla Firefox and Google chrome.

Employers and Desingations Held

- V Soft Technologies Pvt Ltd as Data Entry Operator from June 2012 to December 2014.
- Axis Bank Ltd from January 2015 to till date.

Key Responsibilities

- Hands on experience in Cheque transaction on daily basis.
- Clearing other banks cheques.
- Maintaining the Cheque inward and outward registers.
- Handling the reception counter and connecting the calls to the concerned person.
- Handling Inter banks and other banks transfer of cheque in data entry sheet.
- Hands on experience in NETS software.

- Handling the administrative role.
- Handling customer queries.

Skills Summary

- Effective writing and verbal communication skills.
- Ability to keep up a top level Customer Service.
- Innovative in assessing the qualities of people.
- Hard working and Self motivating.
- Multi-tasking abilities.
- Team Work

Personal Details

Name : Mega Ashwini .R

Father's Name : Ravi Kiran.M

DOB : 3rd July 1995

AGE : 23 yrs

Sex : Female

Nationality : Indian

Hobbies : Browsing internet, reading books, Cooking, Playing Batmanton, Listening to music, Singing .

Languages Known : English, Tamil, Kannada, Hindi, Telugu.

Address : No.8/A, (193), 6th A Main road,
Ramachandrappa Layout, Kariyana Palya
Bangalore-560084,Karnataka ,India

Date:

Place: Bangalore

(Mega Ashwini .R)