

**S.DURKA**

Mudhalaiyar (Street),  
Sirupakkam, Veppur (Taluk),  
Cuddalore (District)



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8754388945

**Career Objective**

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

**Educational Qualification**

- Pursuing **MBA** with **7.7** CGPA (upto 2<sup>nd</sup> semester) from Hallmark Business School, Trichy, affiliated to Anna University, Chennai
- Passed **BBA** (2014-2017) with **79%** from Cauvery College for Women, Trichy, affiliated to Bharathidasan University, Trichy
- Passed **HSC** (2012-2014) with **89%** from SRM Higher Secondary School, Veppur, cuddalore (district)
- Passed **SSLC** (2011-2012) with **95.6%** from Bharathi Higher Secondary School, Chinnasalem (district)

**Internship****IDBI FEDERAL LIFE INSURANCE, ERODE**

(8<sup>th</sup> June 2018 to 10<sup>th</sup> July 2018)

**Responsibilities :** Making significant cold calling to customer explaining the insurance benefits to them  
Clarifying queries from existing clients regarding the purpose and the details of their financial plans monitoring the interview process

**WORK EXPERIENCE****ICICI BANK, PERAMBALUR****ASSISTANT MANAGER (MAY 1 – PRESENT)**

- Responded to customer inquiries, providing information on bank accounts, policies, products and service
- Assessed needs of customers, suggesting products and service accordingly
- Researched and resolved service- related problems
- Skilled at receiving and processing banking transaction
- Cash drawer maintenance
- Maintaining good relationship with customer
- Achieving the target

### Accolades

- Won 2<sup>nd</sup> prize in “BEST MANAGEMENT TEAM” at TIECOONS competition in college level conducted at Jamal Mohammed College, Trichy - 2017
- Won 2<sup>nd</sup> prize in “BUSINESS PLAN” at FIRMA 2K17, A NATIONAL LEVEL INTER-COLLEGIATE MEET in college level conducted at Bishop Heber College, Trichy
- **University Rank Holder** in under graduation (**Rank 9**) “BHARATHIDASAN UNIVERSITY”- 2017
- Consistent in securing 100% attendance in both School and College
- Won “Good Performer Award ” in Business Simulation Program ( Level -1 ) from Career-In-Core conducted at HALLMARK BUSINESS SCHOOL - 2018

### Extra – curricular activities

- Took active role in **JRC** (Junior Red Cross) volunteer at school level
- NSS (National Service Scheme) at college level

### Co - curricular activities

- Participate in (Paper Presentation) at **FIRMA 2K17**-National Level Inter-Collegiate Meet, conducted at “**BISHOP HERBER COLLEGE**”
- Participated in “**INTERNATIONAL CONFERENCE**” conducted at “**HALLMARK BUSINESS SCHOOL**”-**ICBMBI - 2018**
- Participated in “**JOHN MAXWELL TEAM**” conducted at “**HALLMARK BUSINESS SCHOOL**”- 2017
- Participated in “**HR Training**” conducted by **Capgemini** at college level - 2016
- Participated in National Level Camp conducted by “KSR college” - 2014 at school level
- Worked with **APOLLO HOSPITAL – HR DEPARTMENT** for digitalizing employee details
- Participated in **Eximius – 2017** at **IIM-Bangalore**

### Computer proficiency

- SPSS
- TORA
- MS WORD

### Strengths

- Flexibility
- Initiative skill
- Good at communication

### My Hobbies

- Pencil sketching
- Tailoring clothes
- Travelling to places

**Personal Details**

- Father's name : Mr. M.Subramani
- Date of Birth & age : 16-10-1996 & 21.
- Language known : English ,Tamil (to speak, read & write)
- Marital status : Spinster
- Father's profession : Farmer