

MANJU R
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OBJECTIVE

To obtain challenging and responsible position in professionally managed organization. Looking for an opportunity where I can utilize my skills in contributing effectively to the success of the organization and also to further improve my career.

EDUCATIONAL DETAILS:				
Qualification	Board/University	Institute	Year Of Passing	Percentage
Bachelor of Science (Computer Science)	Periyar University	Shri Sakthikailassh Women's college Salem.	2019	80.52%
HSC (Science)	State Board	Sri Saradha matric. Hr. sec. school Salem.	2016	65%
SSLC	State Board	Sri Saradha matric. Hr. sec. school Salem.	2014	72%

WORK EXPERIENCE

One year 2 months of working experience in Mphasis

- **Designation:-**Transaction Processing Officer. Level-2
- **Job Profile:-** Investment Banking
- **Duration:-** 21th August 2019 To 31st October 2020

ROLES AND RESPONSIBILITIES

- General Cashiering Process. Having good exposure on processing cashiering which in the field of Investment banking such as wire, simple transmittal, money link.
- Internal fund transfer within the brokerage account and also transfer to other financial institution.
- Real money transfer, one time and SLOA request, regular and periodically.
- Wires like domestic wire, global wire, high dollar wire and foreign wire transfer.
- Active participation in production (Data Analysis, Data Entry, Data Processing) in order to meet Individual/team target, productivity and quality.

- *Maintain product availability and meet service level targets as per Service Level Agreements (SLA).*

CO-CURRICULAR ACTIVITIES

- *International conference on “Trends and advantage in computer technologies”.*
- *National seminar on “Data science and Machine Learning”.*
- *Participated in Symposium “TECHNOBUZZ 2K18”*

TECHNICAL SKILLS

- *Basic Computer*
- *MS Office*
- *Citrix Software*

STRENGTHS

- *Willing to Learn*
- *Self-motivated*
- *Hardworking*
- *Positive Attitude*
- *Taking Initiatives*

PERSONAL DETAILS

Name : *Manju.R*

Date of Birth : *22nd May 1999*

Father's Name : *S.Ramamoorthy*

Languages Known : *English, Tamil*

Address : *4\147,Molapattiyavattam*
Alagapuram, Salem-16.

Nationality : *INDIAN*

DECLARATION

I hereby declare that the above mentioned details are correct to the best of my knowledge.

Place: Salem

(Manju R)

Date: 08/09/2021

