

Resume

Name : R Janani

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Address: No:3/132 Kambar street Vandalur Chennai-48

Field: Financial and Banking

Professional Experience 1st company

Customer service executive in **Mahindra Sathyam** with 1 year of experience providing thorough and skillful support to the senior associates and customer on site, and that provides confidential case work. Consistently received excellent feedback and appreciations from clients

Professional Experience 2nd company

Senior customer service executive in **HDB Financial Services** with 1 year of experience providing thorough and skillful support to the senior associates and customer on site, and that provides confidential case work.

Professional Experience 3rd company

Maintaining of accounts of Chozhan Industries .

- Preparing and maintaining TAT for the Industries
- Preparing invoice for goods.
- Checking Inwards and outwards Materials.
- Maintaining daily reports of workers and wages for employees on monthly basis.
- Stores In charge
- Maintaining closing stock report on monthly basis .

Fully experienced in developing profitable and productive business relationships, coordinating with decision making with distinction of accomplishing multi-fold revenue increase

- Awarded best employee of month quite amount of months
- Gained trust and appreciation from clients

- Groomed a fresher into tenure resource
- Evolved with colleagues and motivated them to work efficient
- Ensuring quality of process for perfect deliverance

PERSONAL TRAITS

- ❖ Good conceptual, analytical and execution ability.
- ❖ Good at interpersonal and Communication skills.
- ❖ Hardworking with conviction and self-confidence.
- ❖ Adaptable to any situation.

TECHNICAL SKILLS

- LANGUAGE : TALLY
- MS-Office : MS – EXCEL, MS – WORD, MS-POWERPOINT,MS Access
- Operating system : WINDOWS 7/8/10
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ACADEMIA

- MBA (2010) FINANCIAL MANAGEMENT University of Madras (Distance education)
- B.com (2009) COMMERCE A.M .Jain college Meenambakkam.
- XII (2006) State Board ST.Theresa Girls higher Secondary school Pallavaram
- X (2004) State Board ST.Theresa Girls higher Secondary school Pallavaram

Personal details

Date of Birth - 13/06/1988

Age - 31

Gender - Female

Marital Status - Married

Nationality - Indian

Religion - Hindu

Language Known - Tamil and English

I hereby declare that the above said information is true to the best of my knowledge and belief.

Place: Chennai

Date:

(JANANI)