

## CURRICULUM VITAE

SIVA. M

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## CAREER OBJECTIVE

To be outstanding in this competitive world, to get a challenging position in a firm like yours where I could enrich my knowledge and potential to serve my best for the development of the organization and for my career growth.

## ACADEMIC PROFILE

2016 - 2018 (Year of completion)

Master of Business Administration(MBA) - Anna University(BIT-Campus  
Tiruchirappalli.  
7.31(CGPA).

2013 - 2016 (Year of completion)

Bachelor of Computer Application(BCA) - Shanmuga Industries Arts and Science  
College(Thiruvalluvar University) Thiruvannamalai.  
66.92%

2011 - 2013 (Year of completion)

Higher Secondary(HSS) - Sri.V.Dhanmal Sowcar Jain Higher Secondary School, State  
Board Tiruvannamalai.  
73.50%

2011 (Year of completion)

High School (SSLC) - Dinesh Mission High School, State Board, Nookkambadi  
52.4%

## PROFESSIONAL EXPERIENCE

- Worked in M/S **Five Star Business Finance Limited** as Operation Executive - From Aug 2020 To Dec 2021
- Worked in M/s. **SRC Projects Private Limited** as Store In-charge - From Aug 2018 to July 2020.

## CURRENT JOB RESPONSIBILITIES

- Monitoring on the accuracy of approvals/documentations given as per the programs & policies.
- MIS preparation and maintenance for Loan Application.
- To conduct Profile Checks for various Loans like Personal Loan, Home Loan, Loan Against Property, Two Wheeler Loan etc.
- Exceptional financial and management skills to supervise retail banking teams using a professional and cordial approach
- Adept at communicating complex fiscal processes and principles to clients and various professionals

### TECHNICAL SKILLS

- ERP - Finnone (Banking and Finance).
- SPSS Statistical Tool.
- Ability to work in Team.
- Ability to deal with people systematically.
- To look at situation in a positive way.
- Good team player and good decision maker.

### ACADEMIC ACTIVITIES

- Attended the "National Level Workshop on RESEARCH METHODOLOGY IN SOCIAL SCIENCES" Campaign in March, 2017
- Attended the "TOTAL QUALITY MANAGEMENT-ADVANCED AND INTELLIGENT APPLICATION (TQMAIA-2016)".

### PERSONAL DETAILS

NAME : M.SIVA  
DOB : 21-04-1996  
LANGUAGES KNOWN : Tamil, English.  
HOBBIES : Playing chess and cricket, Hearing songs.  
PERMANENT ADDRESS : 238, Anna Nagar, Kalasthambadi (V&P),  
Tiruvannamalai (D&T), Tamil Nadu-606 805.

### Declaration

I hereby declare that the statements furnished above are true and correct to the best of my knowledge and belief.

Place :  
Date :

Signature  
(SIVA.M)