

CURRICULUM VITAE

Name : M.POORNIMA
Address : No.577,AnnaNagar Housing Unit Phase-2,
Pongaliyur, Veerakeralam,
Coimbatore -641007

Mobile no : 9994418024
Email : poornima.rsm@gmail.com

OBJECTIVE:

To pursue a challenging career in a dynamic organization and achieve the highest Degree of proficiency in the field with total commitment, dedication and hard work.

PERSONAL DETAILS:

Name : M.Poornima
Gender : Female
Marital Status : Married
Nationality : Indian
Mother Tongue : Telugu

Work Experience : 1.) Manipal Advertising Services Pvt Ltd.
(From 01st Aug'06 to 31st Oct 2007)
: 2.) ICICI BANK
(From 28th Nov'07 to 28th Sep2013)
: 3.)MaKoHa General Trading Company
Pvt Ltd.
(From 01st Feb'15 to 30th Nov'17)
: 4.) Floor To Ceiling Solution
(From 06th Dec'17 to 29th Feb'20)
: 5.) JP Modatex LLP
(From 01 Mar'20 to Till Date)

Designation : Office Admin Cum Incharge

Total Experience : 13 years and 04 months

**Language Knowing
(Read and Write)** : Tamil, English and Hindi

Salary : 17k

❖ **Previous Employer : ICICI BANK LTD**

Worked as an Senior Officer , since Nov 28th 2007 to Sep 28th2013

○ **Job Profile :** -

- Handling Cash Deposit & Withdrawal, Posting entries in Teller Module & Kapity.
- Making Demand Draft & Pay Order.
- Doing RTGS, NEFT, TRANSFER Transaction.
- Maintaining the Cash Discrepancy Records, other necessary records.
- Updating all registers. Maintenance of record of all vital information –both hard copy and soft copy.
- Cash Sorting & Identification of Forged Notes & Adjudication Notes.
- Handling Customer quarries & Feedbacks.
- Daily Checking FTR report (Transaction report) & all other reports.

❖ **Previous Employer :MaKoHa General Trading Company Pvt Ltd.**

○ **Job Profile :**

- Attending all phone calls.
- Receiving and replying to all mails .

- Handling office petty cash.
- M.D. Followups and doing HR CO-Ordination.
- Customer Service & Administration works.

❖ **Previous Employer : Floor To Ceiling Solution.**

○ **Job Profile :**

- Invoice Preparation in Tally (Knows only basic Tally)
- Petty Cash handling & Maintaining Attendance on daily basis.
- MD Co-ordination and HR related work like salary sheet preparation on monthly basis
- Online Transactions like, online transfers to other accounts , online booking like Train ,Buses .
- Budget Sheet preparation & Weekly labour payment follow-ups, also, preparing profit and loss statement in excel for completed projects.

EDUCATIONAL & PROFESSIONAL QUALIFICATIONS:

Course	School/College	Year of Passing	Percentage %
M.Sc Mathematics	C.B.M. College, Kovaipudur, Coimbatore.	2004-2006	77.611
B.Sc Mathematics	Kongunadu Arts and Science College, Coimbatore..	2001-2004	70
Higher Secondary	CORPN SRPAAG H.S.School, R.S.Puram	March 2001	64
SSLC	S.B.K.V. Hr.sec.school, Coimbartore.	March 1999	71.2

Computer Proficiency**:**

- MS-Office
- Diploma in Internet and Web Technology
- Diploma in Office Automation

Additional Qualification**Hindi Passed****: Prathamik****Madhyama****Rashtrabhasa****IRDA****: IRDA License Holder****Strengths****:**

- Leadership Charisma
- Dynamic Team Player
- Sense of Responsibility
- Highly Inquisitive
- Creative and Resourceful
- Excellent skills in communication and collaboration

Extra & Co-Curricular Activities**: Member of NSS.****(Exemplary)**

Hobbies

: Listening to Songs

About Myself

: I am hardworking and optimistic.

I believe in teamwork.

DECLARATION:

I hereby acknowledge that all the above-mentioned details are true to the best of my knowledge.

PLACE: COIMBATORE.

DATE:

Name: M.Poornima