**Poorana Ramkumar R**

**(Mobile) +91 9488574364 (E-Mail) pooranaramkumar@gmail.com**

**166, Pandalgudi road, Aruppukottai-626101**

**Professional Summary**

Intending to build a career with an organization which will help myself and to gain more knowledge with which I can contribute my fullest to the growth of the organization using my potentials.

**Highlights**

* Client Engagement
* Customer Service
* Product Knowledge
* Efficient
* Portfolio Management
* Good Oral and Written Communication skills demonstrating ability to share and impart knowledge

**Technical Knowledge**

* SQL & PLSQL , Oracle Database Administration
* MS Office

**Work History**

**Operations Executive – AT Financial Services. (May 2019 – Till Date)**

* Providing information about services, taking input of issues and their redressal thereof.
* Maintaining records of transactions and interactions.
* Appropriate and timely follow-ups wherever required.
* Escalate unresolved queries to respective departments for accurate redressal.
* Providing MIS for Mutual Fund Transactions and Insurance Policies on daily basis.
* Reconciliation on monthly basis.

**Education**

**Bachelor of Technology – Information Technology**  **2011- 2015**

Sathyabama University – Chennai, Tamil Nadu, India

**Personal Details**

Date of Birth : 28 March 1994

Father Name : T.R.S.Ragupathy

Marital Status : Unmarried

Languages Known : Tamil & English

Notice Period : 30 Days

**Declaration**

This information provided above is true to the best of my knowledge

**Date :** 05-03-2021

**Place :** Chennai (PooranaRamKumar.R)