

# S. Meenakshi

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Contact Details
Mobile : +91 9952945860
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Citizenship: Indian, Hindu ▪ Date of birth: 17<sup>th</sup>  
Feb'1984

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Mailing cum Permanent address
No. 9/5, Block-B, F-1, Guru Srinivas Apartments, 42 <sup>nd</sup> Street, Nanganallur, Chennai - 61.

Experience
Worked with HDFC Bank, Chennai. Since Jun 2010 - Nov 2011.

- ✓ Higher level proficiency in English type writing
- ✓ Proficient in MS-Office. Done diploma course with MS-Office including Word, Excel, Power point and Windows operating systems.

▪ **Roles and responsibilities:**

- **Doing customer service for the customer enquiries about the products, services, deposits, charges fund transfer details etc...**
- ✓ Explaining to the customers as the various benefits of the products being distributed.
- ✓ Helping the customers to complete documentation and application formalities.
- ✓ Verifying the authenticity of the documents and identity of the customer.
- ✓ Keeping a list of acceptable documents required for AOD as a ready reference.
- ✓ Maintaining quality norms on depletion and for cheque bouncing cases.
- ✓ Handling Savings Account, Current Account and loans

Education	
<b>2004 to 2007</b>	<b>Master of computer Application (MCA)-first class with 80%</b> Ganapathy Seethaiammal College,Affiliated by Alagappa University,karaikudi
<b>2001 to 2004</b>	<b>Bachelor of science in computers - First class with 65%</b> Ganapathy Seethaiammal College,Affiliated by Kamarajar University, Madurai
<b>1999 to 2001</b>	<b>Higher secondary (12<sup>th</sup>Std) - First class with 62%</b> Govt.Girls Hr.Secondary school,Manamadurai
<b>1998 to 1999</b>	<b>S.S.L.C(10<sup>th</sup> Standard) - First class with 81%</b> Govt.Girls Hr.Secondary school,Manamadurai

Project accomplishments	
<b>Project1 Karaikudi</b>	<b>: Accomplished In National Insurance Company Ltd.,</b>

Title of the Project	: National Insurance
Duration	: 6 Months
Language Used	: VB, Access
<b>Project2 : Accomplished in HCL Technologies Ltd., Chennai</b>	
Title of the Project	: DVD Streaming on Highvolume and Highspeed Firewire Network
Project Duration	: 6 Months
Language Used	: VC++

<b>Personal Data</b>	
<b>Marital status</b>	Married
<b>Husband Name</b>	Hariharan. B
<b>Languages Known</b>	Tamil, English and Hindi (To Speak, Read & Write).

<b>Declaration</b>
I declare that all the statements made above are true and correct to the best of my knowledge

Date :

Place :

(S. Meenakshi)