

## RESUME

**M. S. Kaveri**

Email Id: nikibrindavan@gmail.com  
Mobile No: +919035624428

### CAREER OBJECTIVE:

To pursue a challenging career , to be in a position in a result oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continuous growth and advancement.

### EDUCATIONAL QUALIFICATION:

Course	College	University	Year of passing	Aggregate
B.com	Brindavan Degree College	Bangalore	2010	54%
P.U.C	Maharani Lakshmi Ammani	P.U.C Board of Karnataka	2007	50%
S.S.L.C	Daffodils English School	Karnataka Secondary Education Board	2005	74.65%

### PROFESSIONAL EXPERIENCE:

1. Heurion Consulting Pvt Ltd as HR Executive from 6 June 2011 to June 2012.
2. Wipro Infotech as HR Associate TA from 11 June 2012 to 19 Feb 2013
3. Ocwen financial solutions as Escrow Associate from March 20 th 2014 to November 20 th 2014.
4. ANZ support services pvt ltd from April 2017 to March 2020.

### ROLES AND RESPONSIBILITIES:

**Heurion**(Employee's enter and exit interview, Employee's documentation and verification, Employee's leaves record, Office administration, Employee's company formalities.

**Wipro InfoTech**(Internal Recruitment(Conversions).

**Owen financial solutions: Escrow Analyst( Tax and Insurance**

**ANZ:** Senior Analyst in Document preparation team (mortgage).

## **COMPUTER PROFICIENCY:**

MS-Office & Internet Knowledge

## **AWARDS and ACHIEVEMENTS:**

Participated in the district level volley ball and Kabaddi.

Member of Rotary club, NSS member in school and college.

## **HOBBIES:**

Listening to music, watching TV, playing volley ball.

Driving and Riding.

## **STRENGTHS:**

Positive attitude,

Extremely friendly with good personnel's, enjoy troubleshooting of problems, motivated by challenges,

Adaptability to work in any environment with positive energy..

## **PERSONAL DEATIALS**

**Kaveri. M. S**

Date of Birth: 15/02/1989

Gender: Female

Martial Status: Married

Languages Known: English, Hindi, Kannada, Tamil and Coorgi.

Husband's Name: Kushalappa.K.M

Pan number: **BYMPK6942A**

**Passport No: K2650397**

Address: Bangalore 560064.

**DECLARATION:**

All the particulars furnished above are true to the best of my knowledge. References & testimonials in required format will be presented as and when required.

Date:

Place: Bangalore

Sign: 