

RESUME

M. S. Kaveri

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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: 