

# CURRICULUM VITAE

MAHESH KUMAR.C

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## **Objective:**

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

## **• Education Qualification:**

Course	School/College	Year of Passing
SSLC	St. Mary's Convent	2002
PUC	Basaveshwara PU College	2004

## **• Technical Skills:**

- Search Engine Skills
- MS Word
- MS Excel
- Good Typing with minimum speed (Above 30 to below 40)

## **• Personal Skills :**

- Ability to work in and with a team.
- Having positive communication and presentation skills.
- Can handle the hefty task pertains to job.

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- Planning organizing and administrative skills.
- Can able to perform well in challenging working conditions.

- **Work Experience :**

- Worked for ING Insurance Company [International of Netherlands Group] for the duration of 2 years.
- Worked for AstraZeneca R&D Project as an Health Care Consultant in International Voice Process for 2 years
- Worked for Emami Frank Ross Pharmacy Ltd for 1 year 3 months.
- Worked for Shaeron Software Company for US project for 2 years.
- Worked for 247digitize BPO Company as an Associate for 1 year 6 months in Real Estate Project.

- **Nature of work :**

- **Boss Upload :** Have to pull out the reports of day to day transactions and prepare the data & upload the data in Boss Software.
- **SMS :** Have to pullout the datas and has to be modified from the given data what the transactions has done to the customers henceforth the purpose of the subject is to send the sms to the customer regarding his money has credited to his account.
- **Quality check :** On this basis reports will be provided to us so we have to check each individual case on the customers documents. On the basis of that pay-out will be initiated For ex: [If the customer has given the personalized chq or bank statement with the proper account number clear and ifsc code live then we will initiate for NEFT i.e., will be directly credited to the customer's account. Suppose if the client doesn't have any bank account and has only passbook copy pay-out will be initiated through cheque pay-out.
- **Neft letters :** Similarly from the SMS reports what we have prepared to do sms will trigger from that data and send the NEFT letter to the customer from the end of ING Company
- **Co-desk :** Co-desk is a kind of software where the all-over India branch peoples can able to log the tickets pertaining to their queries and based on the customer queries we have to resolve in a timeline limit.

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## **Hobbies and Interests:**

- Listening to music
- Playing Snooker
- Travelling
- Reading

## **● Strengths :**

- Hard working and eager to learn new things.
- Ability to work comfortably under tough deadlines.
- Proficient in reading.

## **● PERSONAL DETAILS :**

Father's Name	:	T.R. Chikkaramaiah
Mother's Name	:	Lalitha
Date of Birth	:	18.11.1986
Nationality	:	Indian
Languages Known	:	English, Kannada
Marital Status	:	Married
Contact Number	:	8139912390

## **Declaration:**

I hereby declare that above provided information is true to best of my knowledge. I could be glad to provide you any further details if required.

**Place :** Bangalore

**Date : 05-03-2024**

**Mahesh**