Mounika Bodige

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# Objective

* A position as a Manager in Banking Sector.

# Education

## Bachelor’s in computer science | 2014 | Jawaharlal Nehru institute of technology

* Major: computer programming & data structures, object- oriented programming, operating systems.
* Minor: management science, managerial economics & financial analysis.

# Skills & Abilities

## Management

* Ability to manage multiple tasks/projects and deadlines simultaneously
* Responsible for managing the flow of operations to ensure operating schedules, processing and procedures are met and staff is adequately trained

## Sales

* Participated in fest conducted by sales department
* Market evaluation for deciding products and category
* Worked on profit margin considering actual cost incurred by group and then fixing of products

## Communication

* Interacted with different types of customers regarding various banking activities.
* Training new employees about the work environment
* Conducting awareness programs about security of the customer bank accounts

## Leadership

* Led a team in handling high risk NPA accounts
* Partners with loan serving team to ensure that funding transactions are accurate and completed in timely manners

# Experience

## bank probationary officer | icici |2016-2018

* Responsibilities include to look after public relations, monitor and regulate branch activities and tasks, address customer related issues, grievances, approving and monitoring daily branch and customer transactions and handing loan process.
* Accomplishments: Observed retail operations and workflow to become familiar with the function of each position. Gained knowledge of the various products and services solicited within the retail environment and was able to sell and cross-sell effectively. Built a network of resources within retail and supporting divisions.

## Tutor | Space techno school| 2014-2015

* Responsibilities involved in designing teaching materials to sustain students involved in the subject, prepare weekly lesson plans on time, interact with students and faculty, enforce classroom discipline, monitor overall academic development.