**curriculum vitae**



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**CAREER OBJECTIVE**

To work in a competitive and challenging professional environment to contribute to the best of my ability towards and development of a reputed organization, and to fully utilize my interpersonal and academic skills to pursue a challenging and rewarding career.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University / Board** | **Year of passing** | **Percentage****Or Class** |
| BBA | MPMMSN Trusts college | Calicut University | 2015 | 86 |
| Plus Two | GHSS  | Kerala Higher Secondary board | 2012 | 84 |
| SSLC | GVHSS  | Kerala State Board | 2010 | 72 |

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **COMPANY NAME** | **DESIGNATION** | **WORKING PERIOD** |
|  Thirumittacode Service Co-operative Bank | Associated Officer | 1. Months
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**Responsibilities:**

* Maintaining and developing good relationship with customers through personal contact or meetings or via telephone.
* Maintaining and developing banking duties responsibilities, collecting cheques.

**TECHNICAL PROFILE**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Tally
* Peachtree
* QuickBooks

**SKILLS**

* Proficient in handling the administrative activities.
* Ability to work in a dynamic environment and under pressure situations.
* An effective communicator with strong analytical and presentation skills.
* Acknowledged as Quick Learner, Responsible and Self-Motivated.
* Excellent organizational and time management skill.
* Dedicated, Smart working, well disciplined & responsible.

**PERSONAL DETAILS**

Date of Birth : 21th January 1995

Gender : Male

Marital Status : Unmarried

**LANGUAGE KNOWN**

* Speak : English, Hindi, Malayalam & Tamil
* Write : English, Arabic, Hindi & Malayalam
* Read : English, Arabic, Hindi & Malayalam

**AWARDS AND ACHIEVEMENTS**

* Have got a ‘C’ certificate and ‘B’ certificate from National Cadets Corps for two years of service as a cadet.
* Have won first prize in sub district athletic meet.
* Have attended an NCC National camp in Punjab.