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# RESUME

**PROFESSIONAL OBJECTIVE:**

To learn innovative things from each and every opportunity and to apply diverse knowledge that will allow me to utilize my skills for company benefit that will also help to improve my career.

ACADEMIC CREDENTIALS

* MBA (Finance & Marketing) from Jawaharlal Nehru Technological University in 2010 with70%.
* Degree from Sri Venkateswara University in 2008 with 68%.
* Intermediate from Board of Intermediate - Andhra Pradesh in 2005 with 73%
* SSC from Board of secondary Education –Andhra Pradesh in 2003 with 62%

Fed Bank Financial Services Ltd. From Dec 2010 to March 2016

**Designation :** Loan officer

**Profile :** Forex Currency Exchange& WU Money Transfer, Loans

**Roles and Responsibility:**

* To do punching in fin none soft to provides loans to the customers and do Western Union money Transfer, Forex transfers at branch.
* To Coordinate with staff members to run branch effectively
* Verify the customer’s KYC & maintance the documents properly.
* To handle daily Branch Operations,Customer Queries and provide timely and instant Resolution.
* Handling customer’s service activities
* Verify the customer’s KYC & maintance the documents properly.
* Maintenance and handling of all the important and confidential documents of the company.
* Responsible for the administration and efficient daily operation of a full service branch office, including operations, product sales, customer service, and security and safety.
* Provides a superior level of customer relations and promotes the sales and service culture through staff motivation.
* Supervise Activates of the branch,Bring new Customers boots profit and handle customer complaints.
* Train and supervise Staff, Market and publicize new and existing products and services introduced by the company.
* To Manage Loan section and Money Exchange and Transfers.
* To keep cash in the branch as per CRL limits, tally the cash while closing the branch

AREAS OF EXPERTISE

* Strong communication skills with Positive attitude.
* Good at Money Transfer& Exchange and banking software to provide loans.
* Effective business E-mail writing skills
* Capable of accepting new challenges and quickly learning new things.
* Honesty, Dedication, Hardworking and Team work.

IT SKILLS

* Finnone soft, bizez softwares
* MS Office

PERSONAL DETAILS

Date of Birth : 16-07-1988

Gender : Male  
Marital Status : Married

Languages known : English, Hindi,Telugu, Kannada,Malayalam

**First Name of Application CV No:** **1672686**

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