## CURRICULAMVITAE

DHANYA

OBJECTIVE

To be a part of an excellent work environment that provides a challenging career with ample scope for learning and growth.

Job Expeience:

Duration : Sep.2008 to April. 2016

Designation: Branch Head (Reputed NBFC Company, Gold Loan Department)

Job Profile : Administerial, Coordinating , Day to day accounts , bank reconciliation, branch maintenance, staff supervision,Daily report to Area Manager.

Duration : June 2008 TO Sep 2008

Designation : Acquisition Manager (Deutsche investor services )

Job Profile : Acquiring customers , achievement of targets .

Duration : Oct 2005 to June 2006

Designation : Teacher (Private college, Wadakanchery)

Job Profile : Handling classes for UG, plus two.

Professional Attributes:

A strong and positive sense of self worth.

Ability to adjust with changing situations.

ACADEMIC

 Completed MBA in HR-MARKETING (2008) from University of Madras , Tamil nadu.

 Graduation (B.com) from Calicut University , Kerala

Academic Project Details

MBA (Summer Project)

Title: Customer Awareness and Satisfaction

Company: SOUTH INDIAN BANK

Duration: One Month

MBA (Final project)

Title : Measurement of Effectiveness of Training and Development

Company: BAJAJ ALLIANZ LIFE INSURANCE PVT LTD

Duration : Three Months

Training Programme:

Attended one day seminar in MMA regarding the topic Bottom of the Pyramid.

Attended seminar on ASSERTIVENESS.

Languages Known

English, Hindi, Malayalam and Tamil

Additional know ledge:

Finished sales tax practitioner course. Finished web applications course from NIIT.

 MS Office , Operating Systems – Windows, Excel.

Extra Curricular Activities:

Event organizer in all school and college annual day functions and other

technical events .

Treasurer in Rotract Club .

Personal Details

Date of birth : 25-04-1983

Sex : Female

Nationality : Indian

Marital status : Married

**Job Seeker First Name / CV No: 1715016**

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