**CURRICULUM VITAE**

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**SARAVANA**

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**OBJECTIVE**

To obtain a good position in a challenging environment to improve my carrier prospects in a higher level and contribute to growth organization and to excel along with the organization in all activities I am hired for

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**WORK EXPERIENCE**

* Senior Wealth Manager –KGFS 2014-2016

Job Responsibilities:

* Sourcing business References & lead Generation.
* Meeting customers, identifying needs and providing appropriate solutions.
* Complete Documentation Procedure until Disbursement and Maintaining accounts
* Fraudulent Check & Document Verfication
* Establishing Healthy Relationships and Generating References
* Handling client's queries related with the Products, Meeting entrepreneurs, Business Development, and planning for day to day activities providing financial solution for the customers
* Attending to cold Calls and Meeting Predefined Targets
* Store Keeper –

2016 - 2017

Job Responsibilities:

* To receive and Maintain the stocks supplied by the registered vendors as per the Laid down Procedures.
* Maintaining Proper Records of all Inward and Outward
* Replenishing the stock based on consumptions and To ensure that the stock is always maintained
* To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- |
| **Degree** | **College / School Name** | **Year** | **Percentage** |
| Bachelor of Computer Applications (B C A) | MAHATHMA COLLEGE,PUDUKKOTTAI | 2014 | 67% |
| Higher Secondary Certificate (H S C) | Government School, Kavarapatti | 2011 | 67% |
| Secondary School Certificate (S S C) | Government School, Kavarapatti | 2009 | 77% |

**PROJECTS**

* Password guessing attackers using guide click point

**STRENGTHS**

* Basic of computer (DCA)
* C,VB,ASP.NET, PHOTOSHOP,TYPING

**PERSONAL INFORMATION**

* Date of Birth 31st July 1994
* Nationality Indian
* Marital status Single
* Languages Known Tamil &English
* Hobbies Reading books, listening music& Playing Games

Place:Dubai

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SARAVANA