**CURRICULUM- VITAE**

**RAHUL **

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| **OBJECTIVE:** |

**TO BE A THOUGHTFULLY COMMITTED & CO-OPERATIVE TEAM PLAYER. INTEND TO BUILD A CARRIER IN A LEADING CORPORATE AND TO PURSUE THE MOST VERSATILE OF MY TALENTS.**

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| **PROFESSIONAL EXPERIENCE:** |

* **NOW WOKING AS A BRANCH MANAGER**
* **WORKED AS A BRANCH MANAGER FOR FOUR YEARS ,**
* **WORKED AS A CASHIER & MARKETIVE EXECUTIVE FOR TWO YEARS ,**
* **WORKED AS A CASHIER IN ELECTRICAL SHOP FOR 6 MONTHS ,**

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| **RESPONSIBILITIES:** |

* **TO MANAGE THE OFFICE AND FINANCIAL MATTERS.**
* **TO DEAL THE MONEY TRANSFER,CURRENCY CHANGING,ETC.**
* **TO ENTER THE DAILY DATA INTO SYSTEMS.**
* **TO APROVE THE GOLD LOANS AND KUDUMBHASREE LOANS.**
* **TO APROVE THE LOANS FOR CUSTOMERS.**
* **TO PREPARE THE DAILY ATTENDANCE IN THE COMPANY SOFTWARE.**
* **TO ARRANGING WEEKLY BRANCH MEETING.**
* **TO PREPARE THE DAILY REPORTS AND SEND TO HEAD OFFICE.**
* **TO CORDINATE THE FIELD STAFFS FOR WORK.**
* **TO MAKE MAXIMUM COLLECTION FROM CUSTOMERS**
* **TO COMMUNICATING WITH CUSTOMER.**
* **TO PREPARE THE INCOME &EXPENDITURE A/C.**
* **TO CHECK THE DAY TO DAY EXPENSES.**
* **TO COLLECT THE FILE OF CUSTOMERS FROM FIELD STAFFS.**
* **TO COLLECT THE DAILY COLLECTIONS FROM FIELD STAFFS.**
* **TO CHECK AND VERIFY THE DOCUMENTS AND FORWARDING TO H.O.**
* **TO CORDINATE THE FIELD STAFFS FOR GETTING MAXIMUM FILES.**
* **TO SEND THE UPDATED DATAS TO HEAD OFFICE.**
* **TO TAKE PROCEEDURES FOR SANCTION THE LOANS. ETC.,**

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| **ACADEMIC BACK GROUND:** |

* **COMPLETED THE B.COM GRADUATION.(LAKSHMI COLLEGE,CHALAKUDY)**
* **COMPLETED THE PLUS 2 (SARASWATHY VIDYA NIKETHAN HIGHER SECODARY SCHOOL,KODAKARA.)**
* **COMPLETED THE 10TH STANDARD (SARASWATHY VIDYA NIKETHAN HIGHER SECODARY SCHOOL,KODAKARA.)**

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| **TECHNICAL SKILLS:** |

* **TALLY**
* **KNOWLEDGE IN COMPUTER COURSES, LIKE WINDOWS,EXCEL,POWER POINT,TALLY ETC.,**
* **DIPLOMA IN INDIAN AND FORIEN ACCOUNTING**

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| **PERSONAL DETAILS:** |

**NAME : RAHUL**

**AGE : 26**

**DATE OF BIRTH : 15-04-1992.**

**QUALIFICATION : B.COM**

**LANGUAGE KNOWN : MALAYALAM,ENGLISH**

**HOBBIES : READING BOOKS,HEARING SONGS,WATCHING MOVIES,**

 **PLAYING GAMES, ETC.**

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| **DECLARATION:** |

 **I HEREBY DECLARE THAT ALL THE DETAILS FURNISHED ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE.**

**.PLACE: PARIYARAM**

 **RAHUL**