**CURRICULAM VITAE**

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* **Career objective:**

To work in an environment which offers a good opportunity to share my knowledge and skills with others and participate myself and work to words for a complete satisfaction of company.

* **Education profile**:
* Master Degree (MBA HR) from JNTU Hyderabad
* Bachelor degree (MStcs) from Kakatiya University
* Intermediate from Board of Intermediate
* SSC from Z.P secondary school (Board of secondary Education HYD, Andhra Pradesh)
* **Technical skills:**
* **Operating System** : WINDOWS 7, XP, 2000.
* **Packages :** Tally, Ms Office ,Ms excels.
* **EXPERIENCE**

Spandana Sporty Financial Limited Hyderabad**. From May, 2013 to March, 2015.**

**Designation:** **Credit officer (co) cum cashier(2 years experience)**.

* **Role in the organization:**

receive customer calls, field work, maintaining office books, records, cash books, day books, receipts and vouchers ,cash book registers, cash inflow and outflow, cash draw, denomination books, collecting money from customers, locker key maintenance Loan disbursement, loan appraisal, customer relations, office maintenance,, key register maintenance, promote loans to customer, sales, recovery etc…..

* **Key skills competencies:**
* Quick learning.
* Outlook express and internet explorer.
* Strong organizational administrat*ive and analytical skills.*
* Ability to keep clear and accurate office records, cash books, ledger records.
* Ability to procedure consistency accurate work even whilst under pressure.
* Excellent leadership and team relation qualities.
* **ACHIEVEMENTS:**

Highest money collection in the zonal level, in January 2014

* **PERSONAL PROFILE**:

Date of birth : 10-07-1987

Sex : Male

Marital status : Married

Native place : Hyderabad-India

**Languages known :** English, Hindi and Telugu (Read and Write).

**First Name of Application CV No:** **585012**

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