SWETHA

Email: [swetha.306604@2freemail.com](mailto:swetha.306604@2freemail.com)

Profile

I am seeking a challenging position with a Company that is rapidly expanding and offers good advancement potential. I have the determination to attain zenith in every horizon of my career.



Education

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| --- | --- | --- | --- |
| **B.com** | Madras University | 2009 | 80% |
| **(Corporate Secretary ship)** |  |  |  |
| **HSC** | Jaigopal Garodia | 2007 | 70% |
| **SSLC** | Jaigopal Garodia | 2005 | 65% |



 Experience



Company 1

2010 - 2012

Company 2

2012 - 2013

Company 3

2014-2015

**PROFESSIONAL CORPORATE SERVICE** worked as a coordinator ofcredit card collection department in CITI Bank associate.

**INMAC** worked as a senior caller in credit card sale department in CITIBank associate.



**Sundram Business Service** worked as senior associate in credit card saledepartment in CITI Bank agency.

Personal Skills

Good verbal and written communication skills, good listener, ability to convince people, willingness to learn, committed to work till satisfaction and will always give my best to whatever I do. Adapt at handing multiple tasks at a time.

Technical Skills

* Package – DCA, Excel



Personal Traits

* Can handle Tough situation.
* Ability to motivate and excel as a team.
* Always willing to learn.
* Proactive.



Other Interest

* Traveling
* Books
* Music



Personal Details

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| Date of Birth | : | 26.05.1989 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gender | : | Female | | | | | | | | | | | | | | | | |  |  |
| Martial Status | : | Married | | | | | | | | | | | | | | | | |  |  |
| Spouse Name | : | Arun VR | | | | | | | | | | | | | | | | |  |  |
| Nationality | : | Indian | | | | | | | | | | | | | | | | |  |  |
| Religion | : | Hindu | | | | | | | | | | | | | | | | |  |  |
| Languages Known | : | English ,Tamil & Malayalam | | | | | | | | | | | | | | | | |  |  |
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Declaration

I hereby declare that I am confident of my ability to work in the team as a key player & the information furnished above is true to the best of my knowledge.