

CURRICULUM VITAE



PRIYANKA V PRATHAPAN

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ADDRESS:

D/O PRATHAPAN
VALIYAPARAMBIL HOUSE
VYTTILA (PO)
PONNURUNNY
ERNAKULAM (DT)
KERALA-682019
INDIA.

PERSONAL DATA:

FATHER NAME : PRATHAPAN
DATE OF BIRTH : 19/09/1995
SEX : FEMALE
MATRIL STATUS : MARRIED
RELIGION : HINDU
NATIONALITY : INDIAN
MOTHER TONGUE : MALAYALAM

REFERENCE:

NAME : NIDHEESH NAIR
POSITION : BUSINESS MANAGER
BANK NAME : ICICI PRUDENTIAL
PLACE : MG ROAD, COCHIN
PHONE : 09947700888
EMAIL : nidheeshnair2013@gmail.com

CAREER OBJECTIVES

Be associated with a prestigious organization that takes pride in serving the nation and mankind also find a work place where I could prove my skills knowledge, talent. Be a part in its growth and expansion optimally use all opportunities provided acquiring new skills and competencies and excel in my career.

PERSONAL SKILLS

- Excellent verbal and written communication skills.
- Comprehensive problem solving abilities.
- Ability to deal with people diplomatically.
- Efficient and goal oriented.
- Willingness to learn and a team facilitator.
- Willing to accept challenges and assume responsibilities
- Fast learner, Hardworking, Assertive
- Data entry in quality records
- Good command over analysis
- Always do smart work

EDUCATIONAL QUALIFICATION

- **DEGREE (BA SOCIOLOGY):**
Christ King College Ernakulam
- **HIGHER SECONDARY EDUCATION:**
Kerala State Board (Govt. Sanskrit Higher-Secondary School Tripunithura)
- **SECONDARY SCHOOL LEAVING CERTIFICATE:**
Kerala State Board. (Christ King Convent Girl's High-School ponnurunny, Vyttila)

WORK EXPERIENCE

- **TOTAL EXPERIENCE : 3 YEARS**
- **ICICI BANK : 2 YEARS**
- **DESIGNATION : ASSISTANT TO MANAGER AND FINANCIAL ADVISOR**
- **IDBI BANK : 1 YEAR**
- **DESIGNATION : ACCOUNT OPENING SECTION**

LINGUISTIC PROFICIENCY

- Speak - Malayalam, English
- Hindi [Basic]
- Tamil [Basic]

ADDITIONAL QUALIFICATION

- Diploma In Computer Application
- Diploma In Financial Application

TECHNICAL SKILL

- Well Versed in computer operations.
- Good typing speed.
- Other skills: Microsoft Excel, Microsoft Word, Painting And Internet operating

WORK EXPERIENCE , JOB RESPONSIBILITIES

- Handle resolve complaints
- Adherence to standard operating procedure
- Issue resolution and business process improvement
- Define and improve process and ensure adherence in its all face
- Managing the business requirement along with the performance
- Interface with clients frequently and maintain an excellent relationship with them
- Support and develop direct reports in their work
- Training, productivity, deadline adherence and quality, etc.

DECLARATION

I, hereby solemnly declare that all the statements made above are true and correct to the best of my knowledge and belief.

Date :

PRIYANKA V PRATHAPAN

Place :

(Signature)