

RANJINI R. BALIGA

E-mail: ranjinicochin@gmail.com , Mobile: +91 8138056118, Address:
H No 4/1085, M B Lane, North Cherlai, Cochin, Ernakulam, Kerala –
682002

Seeking a challenging assignment in Accounts/Finance operations with an
organization of high repute.

Location Preference: Ernakulam

PERSONAL DATA

NAME	RANJINI R BALIGA
DOB	30-10-1991
AGE	25 YEARS, 9 MONTHS
GENDER	FEMALE
MOBILE NO	+91 8138056118
EMAIL ID	ranjinicochin@gmail.com
LANGUAGES KNOWN	ENGLISH, HINDI, MALAYALAM & KONKANI
MARITAL STATUS	MARRIED
ADDRESS FOR CORRESPONDENCE	H NO 4/1085, M B LANE, NORTH CHERLAI, COCHIN, ERNAKULAM- 682002
RELIGION & CASTE	HINDU, GOWDA SARASWATH BRAHMIN
PLACE OF BIRTH	KOCHI
NAME OF FATHER	RAVEENDRA BALIGA G.
NAME OF MOTHER	RAJI R. BALIGA
NAME OF SPOUSE	VIKHYATH V MALLAN

ACADEMIC QUALIFICATIONS

PARTICULARS	NAME OF THE SCHOOL/COLLEGE & UNIVERSITY/BOARD	NAME OF THE COURSE	MAIN SUBJECT/STREAMS	MONTH & YEAR OF PASSING	% OF MARKS
STANDARD X	T.D.H.S., MATTANCHERY	GENERAL	GENERAL	MARCH 2007	85
STANDARD XII	G.G.H.S.S., MATTANCHERY	COMMERCE	COMMERCE	MARCH 2009	90.83
GRADUATION	THE COCHIN COLLEGE, M G UNIVERSITY	B. COM.	FINANCE & TAXATION	APRIL 2012	93
POST GRADUATION	THE COCHIN COLLEGE, M G UNIVERSITY	M. COM.	FINANCE	JULY 2014	90
OTHERS	THE COCHIN COLLEGE, M G UNIVERSITY	DIPLOMA IN THEORETICAL & PRACTICAL BANKING, A CAREER ORIENTED ADD-ON PROGRAMME SPONSORED BY UGC APPROVED BY M G UNIVERSITY			

IT SKILLS

1. Conversant with MS Office, MS Excel and Internet Applications
2. Have done a 4 month computer course- DIPLOMA IN COMPUTERISED AND PROFESSIONAL ACCOUNTING.

CAREER HISTORY

1. Currently employed with Muthoot Finance Ltd, Personal Loans as Assistant Manager, Operations since 26th Aug 2017. My duties cover loan disbursements & fund transfers.

2. Previously employed with by I Process India Services Pvt Ltd deputed at ICICI Bank Credit Mortgages Department as CPA Manager from 12th Nov 2014 to 25th Aug 2017. Duties covered processing of loan applications & data entry, initiating legal and technical valuations of properties identified for mortgaging etc.

CORE COMPETENCIES & INTERESTS

1. Dependable and truthful.
2. Ability to keep calm under pressure.
3. Self starter
4. Good knowledge of finance and accounting.
5. Capability to lead a team work
6. Excellent Communicating, negotiating & Teaching skills
7. Confidence in my ability to work accurately with discipline
8. Keen interest in formal/official presentations and lectures

REFERENCES

Name of the Referee	Full Communication Address	Contact No
Mr Sai Manohar Pai	DGM Personal Loans, Muthoot Finance Ltd, Bangalore	7025647744
Dr. G. K. Menon	Cheif Physician & MD, Menon's Madhava Ayurveda Pharmacy, Mattancherry- 682002	9388606007

CONCLUDING STATEMENT

I hereby assure that I will be true and honest to my job and will employ all my abilities and skills for the betterment of employer institution.

