

CURRICULUM VITAE (2+ Yrs. Experience)

SREELAKSHMI M NAIR

3C, Top Home Apartments,
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Kaloor, Kochi – 682018
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CAREER OBJECTIVE

I would like to contribute to the company's growth and prove to be a valuable asset to the organization. To work with full dedication in challenging atmosphere, while adding some significant values to the organization and gain professional skills while working with support of competent peers and guidance leader which will further enhance my career ambition of rising to pinnacle of success.

ACADEMIC RECORD

COURSE	UNIVERSITY/ BOARD	YEAR OF PASS	PERCENTAGE
M.Com with E- Commerce	MG UNIVERSITY	2015-2017	74%
B.com with Computer Applications	MG UNIVERSITY	2012-2015	76%
Higher Secondary Education	CBSE	2012	73%
10 th Education	CBSE	2010	80%

CERTIFICATE COURSES

- Tally ERP 9
- BEC – British Council Examination
- Microsoft Office (Excel, Word ,PowerPoint etc)

EXPERIENCE DETAILES

I. ESAF – Esaf Small Finance Bank

- INDUSTRY : Banking (Thiruvalla Branch)
- TYPE : ESAF is an Indian small finance bank providing banking service and loans to the underbanked system.
- DURATION : SEP-2017 To FEB-2019 (1 Year 5 Months)
- DESIGNATION : Officer (Retail Assets)

II. FICCI – Federation of Indian Chambers of Commerce & Industry

- INDUSTRY : Non-Governmental Trade Association (Kochi Branch)
- TYPE : FICCI is an association of business organizations in India. It is involved in sector specific business, business promotion and networking.
- DURATION : Mar-2019 To Till Now
- DESIGNATION : Office Executive

DUTIES AND RESPONSIBILITIES

- Managing customer expectations by identifying the needs.
- Introduce new products and services to customers and educate them.
- Record keeping of customer transactions.
- Account opening, Documentation, Customer follow-up.
- Check Inward correspondence and determine disposition of correspondence.
- Dealing with retail customers and offers them banking and financial advisory.
- Maintains files and control records to show correspondence activity.
- Compiles data from records to prepare periodic reports.
- Gathers records pertinent to specify problems review them for completeness and accuracy, and attach records to correspondence as necessary.
- Preparing program schedule chart and monthly reports.

LEADERSHIP INITIATIVES

- Organized Inaugural Functions.
- Part of the organizing committee of M.com Department National Symposium organized in Saintgits College of Applied Sciences.

REFERENCES

a. Mr. Davis Pallan

Cluster Head (South Kerala)
ESAF Small Finance Bank, Thrissur.
davis.pallan@esafbank.com
+91-9074131922

b. Mr. Anoop Krishnan

Branch Manager (Thiruvalla)
anoop.krishnan@esafbank.com
+91-9846002239

PERSONAL DETAILS

Father's Name : Muraleedharan Nair K B
Mother's Name : Sreeja M Nair
DOB : 05th Aug 1993
Sex : Female
Marital Status : Married
Nationality : Indian
Religion : Hindu

LANGUAGES KNOWN

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Tamil

DECLARATION

I hereby declare that all the statements made in the Resume are true to the best of my knowledge.

Place :

Date :

SREELAKSHMI M NAIR