

SAVITHA BALAN
THAZHAYIL THARYIL
PALLARIMANGALAM P O
MAVELIKKARA Pin:690107
ALAPPUZHA
Email id: savithabalan4@gmail.com
MOB.9809351354,9846113445

Career Objective

To work with organization where in I can get ample opportunities to apply my knowledge in to practical operations and achieve formidable reputation and growth in the profession by attainment of organizational goals through innovation, hard work and team work.

Personal Information

Name

- SAVITHA SAJAN

Gender

- Female

Marital status

- Married

Email id

- Savithabalan4@gmail.com

Contact No.

- 9809351354,9846113445

Communication Address

- **Thazhayil tharayil**
Pallarimangalam po
mavelikkara
Alappuzha Pin:690107

Date of Birth

- 05-April-1986

Nationality

- Indian

City

- mavelikkara

Language Known

- English, Malayalam.
-

Present Job Title

Company name

Functional Area

Experience Level

Previous Job Title

Previous Company Name

Functional Area

Experience Level

Total Experience

Key Skills

ExperienceSummary

- **Excecutive operations**
 - **Muthoot Capital services LTD**
 - **Operations**
(10/02/2015 to 03/11/2017)
 - **Junior executive**
 - **Muthoot Finance Limited. (H.O)**
 - **Finance**
(17/01/2014 to 04/10/2014)
 - **9 months**
 - **MS office, Tally**
 - **Junior executive at MUTHOOT FINANCE Limited (jan-2014 to oct- 2014)**
 - **Office Assistant at Bluechip corporate investment Centre Pvt. Ltd (09-12-2009 To 30-09-2012)**
 - **Provide Support and instructions to subordinates.**
 - **Supervising and managing skills.**
 - **Organizing promotional programs to improve sales & attain goals**
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Education

Highest Education

Specialization (Graduation)

Education Summary

- Post Graduation
- M com (finance) – 51%
- ACADEMIC QUALIFICATION
- M com (finance) - 51%
- Bcom (co-operation) – 52% (2003-2006) from Kerala University.
- Computer skills
- Tally
- MS office
- Plus two - 70%(2002-2003) from Chunakkara Higher Secondary School
- SSLC – 68% (2001) from mavelikara girls govt High School

Additional Notes

PERSONAL TRAITS

- Willingness to learn and update Knowledge
- Ability to organize to get things done
- Positive attitude and Self confidence
- Able to work as group Member

Declaration

I certify that all the information above is correct and references are available if they are needed hoping that my experience will be useful to you.

DATE:

PLACE: MAVELIKKARA

SAVITHA BALAN