

NEETHU.P.A

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Objective

Dependable, efficient and workaholic person who will prove perfect in any field employed to. Seeking an opportunity where I can utilize my skills in such a way to add more value to the organization as well as my career.

Professional Experience:

Presently working as:- Operation Executive- Credit Dept Home loan division at HDFC Ltd

- Working in co-ordination with Home loan division of HDFC branches
- Processing Loan application receiving from branches
 - Verifying the application & supporting documents
 - Collecting the missing information & documents from respective teams
- Submitting Completed applications & Reports for approval process
- Updating the application status to the respective branches

October 2017 to November 2019:- Worked as Administration & Accounts Executive at SIGMA Engineering Works.

- Verifying and filing invoices
- Preparing quotations
- Payment follow-up and collection
- Billing and Dispatching
- Office Administration

February 2014 to July 2014:- Worked as Resource mobilization Executive at Muthoot Capital Services.

- Customer relation executive
- Creation and managing of Customer Database
- Verification and filing of supporting documents
- Provide Daily performance report to the Reporting manager
- Co-ordinate with other department on customer queries

Skill sets

- Good motivational and convincing abilities to interact with clients well.
- Analytical and problem-solving abilities
- Have a good working temperament as a team player for the organizational objectives

Educational Qualification

Course	Year of Passing	Board/Institute	Percentage
M.Com	2013	Tandem College-MG University	58.59
B.Com	2010	S.S.College Poothotta-MG University	58.33
Plus Two	2007	SNVP Public School, Tripunithura	60.00
S.S.L.C	2005	SNVP Public School, Tripunithura	54.2

Personal Details

Date of Birth : 30th Dec, 1989
Marital status : Married

Nationality : Indian
Languages known : English and Malayalam

Declaration

I do here by declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned information.

Place: Cochin
Date:

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