

SREELAKSHMI NAIR

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CAREER OBJECTIVE

To establish a successful career in the field of service industry and seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favor of the company.

CAREER SUMMARY

- Having 2.5 years of experience in the field of banking.
- Efficient in handling day to day activities and administrative task.
- Dependable and organized team player with the ability to communicate effectively and efficiently.

PROFESSIONAL EXPERIENCE

Customer Service Executive at Muthoot Fincorp Ltd (Apr 2013 - Oct 2015).

- Managed branch operations and day to day activities like handling of vault operations and documentation.
- Worked as Cashier, Gold Appraiser and Joint Custodian.
- Have dealt with purchase, sale, and transfer of Foreign Currencies.
- Have experience in disbursement of various type money transfers like Western Union, Xpress Money, Transfast.
- Managed disbursement of Micro Finance of Muthoot Mahila Mitra.
- Provided training and guidance to new employees in defining the work and work environment.
- Have experience in disbursement of two-wheeler and three-wheeler loans of Muthoot Honda, Muthoot Capital Service Ltd., Home Loan of Muthoot Housing Finance Ltd., and small business loans to support Micro and Small Enterprises (MSE) like Vyapaar Mitra.

EDUCATIONAL QUALIFICATION

- **Diploma:** Diploma in Hospital Administration in 2022 with A+ International School of Skill Development (ISSD), Recognized by TUV SUD & JAIN (Deemed-to-be-University).

- **Graduation:** Passed B.Com. in the year 2012 with 58.85%
Career Convent Girls Degree College,
University of Lucknow.
- **Intermediate:** Passed in the year 2009 with 72.83%.
Nirmala Convent Inter College (ISC Board),
Lucknow.
- **High School:** Passed in the year 2007 with 67.43%.
Nirmala Convent Inter College (ICSE Board),
Lucknow.

TECHNICAL QUALIFICATION

- Certificate in Information Technology from Indira Gandhi National Open University (IGNOU), Lucknow.
- G-ACC Tally from G-Tech Computer Education.
- Knowledge with Microsoft Office - MS Excel, MS Word, MS PowerPoint.
- Good knowledge of management software and usage of its tools.

KEY SKILLS AND STRENGTH

- Good analytical and planning skills.
- Good accuracy and attention to details.
- Good communication skills and positive approach.
- Flexible and adaptable to changes.
- Determined and enthusiastic.
- Ability to work in harmony with co-workers.
- Eager and willing to expand knowledge and explore new ways of doing things.

PERSONAL DETAILS

Date of Birth: 16 February 1991

Marital Status: Married

Language Expertise: English, Hindi, Malayalam

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

SREELAKSHMI NAIR