

RESUME

Ms.Lavanya R

No. 93/1, Rangadhama Nilaya,
2nd Block, 2nd Cross,
8th Main Kanakanapalya,
Jayanagar, Bangalore-560011
Phone No: +91-9008878783
Email: lavanyarajanna93@gmail.com

OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people & towards a stable environment that will lead to a lasting relationship in the field of finance.

Work Experience:

Company	Job Title /Roles	Duration
Axis Securities (Subsidiary of Axis Bank)	Business Executive	18 th Oct 2012 – 18 th May 2015
Punjab Housing Finance Limited (subsidiary of PNBHFL)	Senior Sales Coordinator	29 th Feb 2016 to 31 st Oct 2019
Shriram Housing Finance Limited	Customer Service Executive	04 th Nov 2019 to 06.01.2020

Roles & Responsibilities of Shriram Housing Finance Limited:

- Customer Service
- Retaining Existing Loan Customers
- Resolving Customer Complaints
- Providing information about Product and Service to the Customers.

Roles & Responsibilities of PNBHFL:

- Credit card Applications Processing
- Documentation
- South Empanelment of DMA
- Connectors
- Fixed Deposit
- Documentation for entire Empanelment's done in south

Education:

Degree	Year	Name of Institution
Bachelor of Commerce	2015	Noble school of business, Dr.C.V.Raman university, Bilaspur (C.G.)
Pre-University College	2010	Vijaya PU College , Bangalore University, India
Secondary School Leaving Certificate	2008	CCHS, Karnataka Secondary Education Examination Board, India

Technical Skills:

- Microsoft Office Applications.
- Internet.

Strengths:

- Positive Attitude, Cool Temper, Well Organized, Team Member who loves to learn and Sociable.
- Ability to motivate and to work with team.
- Team Leading and people management skills.
- Strong planning & co-ordination skills.
- Hardworking and Diligent.

Language Proficiency:

English, Kannada (MT) and Hindi.

Personal profile:

- Date of Birth : 05 SEP 1993
- Gender : Female
- Nationality : Indian
- Father Name : Rajanna.T
- Mother Name : Shashikala.M
- Marital status : Single

Interests- listening Music, Dancing, Reading magazines.

Declaration:

I hereby declare that all the information stated above is true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.

(Lavanya.R)

Place: Bangalore

- End Of Resume -