Visakh Mohan

Kalluparambil house, kaviyoor p.o, thiruvalla, pathanamthitta, kerala 9847992755 visakhkaviyoor@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

Onida Customer relation centre / Administrative assistant
 Administration works , employee management , keeping regular contact with head office.

04/10/2013-03/10/2018

ICICI Bank Ltd / Assistant manager (verifier)
 Current account opening, KYC checking, CIF id creation.

12/1/2021-30/09/2021

2013

Education

Manav bharti university

BBA

A grade

• ISCE 2008

Plus two B grade

• GTEC computer education centre 2013

Diploma in indian and foreign accountancy A grade

Skills

- Communication skills
- Decision making
- Management skills
- Problem solving
- Customer relation skills
- Computer skills

Language

English

- Hindi
- Malayalam

Personal Details

• Date of Birth : 01-04-1991

• Nationality : India

• Marital Status : Married

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Visakh Mohan