**K. MANIKANDAN** Email: mkandan77@yahoo.com

No.27/12, Lal Begum Lane, Mobile: 7401252913, 7904095506

Lal begum Street,

Chepauk,

Chennai - 600005.

**OBJECTIVE**

I want a highly rewarding career where I can use my skills and knowledge to help the company and my co-workers be successful and want to be part of the success in an environment of growth and excellence.

**EDUCATION**

**BBA**

University/Board : Tamil Nadu Open University

College/Place : Chennai

Year of Passing : 2018

Percentage of Mark (%) : 60%

**SSLC**

University/Board : Tamil Nadu Education Board

School/Place : Muslim Higher Secondary School

Year of Passing : 2005

Percentage of Mark (%) : 39.2%

**TECHNICAL QUALIFICATION**

* Typewriting in English (Lower)
* Completed ACDA (Advanced Diploma in Computer Application).
* Completed Hardware Networking

**PROFESSIONAL STRENGTHS**

* Currently have 10 years of experience in Finance Industry.
* Excellent knowledge in all filing loan documentation & scanning.
* Excellent knowledge in all data entry feeds on Loan process.
* Possess excellent knowledge in CKYC whole process.
* Proficient in basic operating systems like Microsoft Office and Internet
* Possess excellent written and communication skills

**EXPERIENCE**

* **Company : Force1 Guarding Services Private Limited, Chennai**

**Period :** From May 2007 to April 2008

**Designation :** Assistant Cashier

* **Company : Hotel Shelter, Chennai**

**Period :** From August 2008 to October 2009

**Designation :** Restaurant Cashier

* **Company : Aparajitha Corporate Services Private Limited**

**(Worked For Client: *Sundaram BNP Paribas Home Finance Limited, Chennai*)**

**Period :** From February 2010 to October 2014

**Designation :.** Scanning

* **Company : Sundaram Home Finance Limited, Chennai**

**Period :** From October 2014 to March 2020

**Designation :** Executive – Central Process Control

**PERSONAL PROFILE**

Name : Manikandan K

Father’s Name : Karthikeyan K (Late)

DOB : 29-11-1989

Sex : Male

Marital Status : Single

Nationality : Indian

Hobbies : Playing Cricket, Shuttle & Listening Songs.

Languages Known : English, Malayalam & Tamil

**DECLARATION**

I hereby declare that the details mentioned above are true and correct to the best of my knowledge and belief.

Place: Chennai Yours Sincerely,

Date: **MANIKANDAN. K.**