**RESUME**

Balamurugan.N

L/297 New Housing Board

Phase IV Narasingapuram

Attur salem- 636108

Tamilnadu

**Email** :- nbalamurugan006@gmail.com

**Contact No** :- +91 9600574538

**Career Object : .**

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth .

**Academic Profile : .**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Examination | Name of Institute | Board | Year | Aggregate |
| B.E | Info Institute of engineering | Anna University | 2014 | 62.25% |
| Higher  Secondary | T. S. P matric Hr. Sec school | State board | 2010 | 61.91% |
| Secondary | Govt boys Hr.sec school | State board | 2008 | 49. 4% |

**Working Experience:**

1. Shri Renukamata Multi State Co.Op.urban Credit Soc

Organization :- Co. Op Society

Designation :- Assistant manager

Work Role :- Tr. Cashier

Duration:- 2014 June - 07/05/2018

 Managing cash transactions, NEFT, RTGS transactions.

 Handling customer complaints received through various channels

 Cross-sell asset, liability and thirty party products to customer

2.HDFC BANK LIMITED

Department :- Retail Branch Banking

Designation :- Deputy Manager

Branch :- Attur, Salem

Work Role :- (Teller and Teller Authoriser)

 Managing cash transactions, Cheque processing, NEFT, RTGS transactions and Forex transactions.

 Managing customer centric operations, forwarding customer instructions to concerned department and ensuring customer satisfaction with minimum TAT

 Managing the overall functioning of process and identifying improvement areas to maximise customer satisfaction level

 Effectively Support & Handle Branch Audits

 Ensuring complete KYC documentation for account opening with adherence to KYC standards

 Maintaining reports on locker access, keys surrendered and other locker related data as per agreed

Duration :- 19/06/2018 – Till Present

**Strengths : .**

* Willingness To Learn
* Individual Responsibility
* Keen Observer
* Effective Communicator
* Strong Leadership Potential
* Analytical Ability
* Adaptability
* Flexiblity
* Punctuality

**Hobbies : .**

* Swimming
* Reading Books.
* Cooking.
* Learning New Things
* Monitoring
* Public Speaking
* Motivate Others

**Personal Profile : .**

* Name : Balamurugan N
* Father’s Name : Nagarajan P

Mother’s Name : Vijaya N

* Date of Birth : 20/07/1992
* Marital Status : Single
* Nationality : Indian
* Religion : Hindu
* Language Known : English,Tamil,

**Declaration: .**

I hereby declare that all the information mentioned above is true to the best of my knowledge & belief.

**Place :**

**Date :**

**Balamurugan.N**