**OBJECTIVE**

Seeking a challenging career to use my knowledge, develop myself, effectively lead team.

**SKILL SUMMARY**

* Ability to lead a team and to ensure the delivery commitments to client on time.
* Ability to quickly learn and understand processes while keeping in mind the requirement and benefits of the end customer.
* Ability to work as a team member or as an individual and confident in serving the best results.

**QUALIFICATION**

**Academic**

**Bachelor of commerce - 60 %**

2016

Thiruthangal Nadar College

**Higher secondary – 65%**

2013

Dhanalakshmi Higher Secondary School

**Secondary – 64 %**

2011

K.C.Sankaralinga Nadar Higher Secondary School

**Working As Assitant Sales Manager HDFC LIFE Retirement & pension department**

* Conducting the meeting to our team members in the first day of monday
* All the leads our given my our team head
* National pension system ( nps) for retire government staffs
* Handling client calls to update the status of retiree files
* The Clients documents are collecting through mail or visiting

**Working As Accoutant – Sri Sai Leathers 6 Month**

* Preparing the ( sales invoices , purchase invoices , vouchers entry & petty cash handling )

**Working As Sales Executive Officer – Sbi cap Securities 1 Year**

 For car loan process:

* Collecting the KYC documents from customer for CIBIL verification.
* After the verification completed we takes into the process
* If the rejection occurs we stop the process

**Working As Finance Executive Officer – NBFC Bajaj Finserv 2 Year**

For Mobile loan process:

* Handled showrooms ( poorvika.chennai mobiles & sangeetha )
* Collecting the KYC documents for CIBIL verification.

**My strength**

* I am a easy going person in nature.
* I always take the leadership role and take a responsibilities with being bold
* I adapt easily to new environment or any situation easily
* I give equal importance to academic and social activities

**Personal details**

Father Name : A.Jaya kumar

Date Of Birth : 11.10.1995

Gender : Male

Nationality : Indian

Languages Known : English & Tamil

Mother Tongue : Tamil

Strength : Self Confidence, Time Management, Quick Learning

Religion : Hindu

Address : 999/55th block v.o.c Nagar 12th link street tondiarpet Ch-81.

**Declaration**

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

 **Arunmohan . J**