**KARTHICK . R**

**Mobile: +91-8939280601**

**E-Mail:Karthick.ece17@gmail.com**

**Career Objective**

To obtain a challenging and responsible position in Banking / Financial sector where I can utilize and enhance my skills to bring out the best in me for the success of the organization thereby accomplishing the goals of a career prospective.

**Experience**

**ICICI Bank, Chennai – Retail Branch Banking (February 2017 to present)**

**Customer Service Officer (Operations) & Teller Chennai.**

* Managed branch operations and day to day activities like handling of vault operations.
* Opening accounts including KYC Verification, selling of Investment products like LI MF
* In depth knowledge of resolving customer issues and finding the best possible service package for them

**Experience Summary**

* More than two years of experience working as a Customer Service Officer in ICICI Bank
* Delivering friendly service and personalized attention to all customers.
* Contribute to achieving branch sales goals by recommending products and services that meet customer needs.
* Solid knowledge of banking regulations and compliance matters; adhere to security and compliance procedures for protection of cash and other assets.
* Sound knowledge of handling software’s like Finacle, Flexicube, AIMS, CRM.  
  Experienced in documents verification, auditing documents as per KYC guidelines and RBI norms, modifications and verification of clients account in Finacle.
* Highly conversant with Microsoft Outlook, Word, and Excel.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree/ Qualification | University/ Board | Name Of The Institute | Year | Percentage |
| B.E. (Electrical &Electronics) | Anna University | ARS College of Engineering | 2014 | 7.5 CGPA |
| HSC | State Board | St.Pauls. Hr. Sec. School | 2010 | 71.83 |
| SSLC | State Board | St.Pauls. Hr. Sec. School | 2008 | 78.2 |

**PROFESIONAL QUALIFICATIONS**

Completed **Post Graduate Diploma in Banking** **Operation (ICICI Bank)** with Institute of Financial Banking & Insurance for ICICI Bank Limited**.** (Aug 2016 to Feb 2017)

**PROFESSIONAL TRAINING**

* Completed SQL Certification Course with SQL Star, Chennai.
* Exposure to MS Office Packages.
* Basic Knowledge in C, C++.
* Underwent training in Oracle Data base admin with SQL Star, Chennai.

**AWARDS & EXTRA CURRICULAR ACTIVITIES**

* Participated in Symposium.
* Participated in paper presentation in colleges.
* Conducted the workshops in colleges.

**STRENGTHS**

* Positive Attitude, Patience, Adaptability.
* Dedication and drive as a hard-working individual.
* Good communication and interpersonal skills.

**PERSONAL INFORMATION**

**Father Name :** A.Ravikumar

**Mother Name :** R.Muthulakshmi

**Date of Birth :** 17.10.1992

**Languages Known :** Tamil, English, Hindi

**Address :** New no: 24, Old no: 27/1, Vaikkakaran street,

Purasawalkam, Chennai-600007

**Declaration:** I hereby declare that all the information furnished by me is trustable to the best of my knowledge.

**Place : Chennai**

**Date : (Signature)**

**Karthick.R**