



SNEHA V

Business Development Representative

I want to succeed in a stimulating and challenging environment, build the success of the company while I experience advancement opportunities and further utilize my skills and knowledge efficiently for the organizational growth and enhance my personal knowledge.

Contact

Address

Qudaybiya, Capital governorate,
Manama, Bahrain

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gmail.com

CPR No 970758510

Pssport No AA946756

Education

M COM 2020
University of Kerala

BCOM 2018
University of Kerala

Expertise

- TALLY ERP 9
- GST
- VAT
- MS OFFICE
- HTML

Experience

HDFC BANK 2021 - 2025

Business Development Representative

- Identify and onboard new customers by promoting banking products like savings/current accounts, loans, and credit cards through field visits and lead generation.
- Ensured accurate and complete documentation for all customer transactions while strictly adhering to KYC, audit, and regulatory compliance guidelines.
- Managed detailed financial product records and maintained error-free paperwork for savings accounts, current accounts, loans, and investment products.
- Support internal and external audits by preparing necessary documents and resolving audit queries.
- Manage and maintain accurate financial records, including ledgers, journals, and account reconciliations.
- Achieved monthly and quarterly sales targets through structured follow-ups, and maintaining accurate performance reports.

S.K.D.English Medium School 2018-2021

ACCOUNTANT

- Manage all day to day accounting transactions
- GST filing
- company registration and managing all activities related to it
- Ensure timely, accurate month-end closing and financial reporting to Management
- Responsible for preparation and closing of monthly and annual financial statements
- Handling payable and receivable
- Compute taxes and prepare tax returns
- Salary preparation and calculation of overtime
- Managing all banking activities

Language

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

Soft skills

- Quick Learner
- CommunicationSkills
- Work Ethics
- Flexibility
- Determined
- Persistent
- Work in harmony
- Positive attitude

PERSONAL DETAILS

Address : Thattarathu puthen veedu, maru: south
Alumkadavu po
Karunagappally, Kollam
Kerala, India

Date of Birth : 02/07/1997

Marital Status : Married

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SNEHA V