**Ramya Ganesh**

BAHRAIN

E: ramyaganesh1395@gmail.com P: +973 35509424

**OBJECTIVE**:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

**Work Experience**

**Manappuram Finance limited** – Chennai (JUNE 2016-AUGUST 2019)

POSITION: JR. Asst – Gold Loan.

**Responsibilities:**

* Attending client’s Call and forwarding to concern department.
* Data entry in system.
* Maintaining & handling Cash flow records.
* Making receipt for the gold loan.
* Making customer call for gold recovery.
* Transferring money to the concern bank account of company.
* Arranging client meeting’s.
* Invoice raising for sales & commissions
* Credit note & debit note.
* Logistics Bills Verification.
* Petty cash Handling.

**Technical skills.**

* Typewriting skills
* MS office works
* Presentation skills
* Gold loan software

**Skills**

* Active Listening and Communication.
* Technical Writing.
* Adaptable and Quick Learner.

Languages

* **English -** Read, Write, Speaking
* **Tamil -** Native

**Education Qualification**

 Name of College: Chevalier T.Thomas Elizabeth College For Woman.

 Course : Bachelor of Science

 Discipline : Computer Science.

 Aggregate : 78%

**Personal Details**

Date of Birth : 13/10/1995

Married Status : Married

Husband Name : Ganesh .

Fathers Name : Ramadoss

Nationality: Indian.

**Declaration:**

**I** hereby declare that all the above-mentioned details are true to the best of my knowledge.

Place :Bahrain Your Sincerely

Date : Ramya.G