



SARITHA B

BSC

CONTACT

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Abu Shagara Sharjah ,UAE

PERSONAL DETAILS

28/june/1988

Visa Status -Residence visa

SKILLS

- GDCA(Graduate Diploma in computer application)
- Knowledge of all editions of windows&MSOffice.
- Knowledge of operating system Windows and Linux.
- High at self-disclosure
- Optimistic approach
- Willingness to learn
- Ability to work under pressure
- Open to feedback
- Easy going person
- Good at planning and execution

LANGUAGES

- English
- Hindi
- Malayalam

INTEREST

- Music
- Travelling
- Socializing

SUMMARY

I am seeking a challenging position where my knowledge and skill can be best utilized in the successful completion of the tasks assigned.To work in a competitive environment which would give me an opportunity to work to my utmost and bring out the best in me thus contributing to the growth of the organization and myself.

EXPERIENCE

MUTHOOTTUMINI FINANCIERS. NEW DELHI

DECEMBER 2012 - JULY 2017

SR BRANCH EXECUTIVE

- Working for all operations and functions of the branch.
- Cashing, handling cheques,Checking statements,Processing payments,Making money transfers and updating account details.
Working for the targets in terms of selling the financial products of the company.
- Finding new leads for new corporate tie-ups.

IGNOU VIEP- SAPET NEW DELHI P

SEPTEMBER 2011 - SEPTEMBER 2012

ACADEMIC EXECUTIVE

- All kind of Academic related works including communication with institute coordinators.
- Coordinating the operations and functions of the office.

PROJECTS

KELTRON TRIVANDRUM

DECEMBER 2008 - JANUARY 2009

- Traffic Signaling System
- Technology:-Fuzzy Logic Based System

EDUCATION

UNIVERSITY OF KERALA

2006 - 2009

BSc Electronics

UNIVERSITY OF KERALA

2004 - 2006

XII Science