


SHWETHA CHANDRASHEKAR

OFFICE ADMIN



 Female

 22/04/1989

 971581242045

 shwethassuvarna22@gmail.com

 NA

 Al Quasis, Dubai

SKILLS

● Language

English, Hindi, Kannada, Tulu

● Computer

Word, Excel, Powerpoint, core banking, microsoft outlook, Tally

CERTIFICATIONS

2014: Sample certification's title

INTERESTS

music, Photography

ADDITIONAL INFORMATION

Nationality : Indian

passport no : X6951956

Marital Status : Married

Visa Validity : 04/10/2023

OBJECTIVE

To secure a position in a organization where I can be a member of a team and utilize my career experience and education to the fullest.

WORK EXPERIENCE

● Innovate . Mangalore

Data Entry Operator (Project Based)

2020 - now

Data entry executive Working on project based Company (WFH)

● St Milagres Credit sou Co op Ltd

Junior Assistant branch operations

2018 - 2020

Onboarding of clients for savings deposit accounts
Acquiring new clients for deposits and Insurance
Attending the clients in answering the queries
Handling back office operations in maintaining proper books of accounts
Preparation of reports and planning of strategies
Cash handling operations
Passing of entries
Maintenance of payroll
Assisting clients in proper planning of investments
Maintaining the minutes of meeting and submission of the same to higher authority
rience detail

● HDFC Bank

Loan canvasser superb bike,

2017 - 2018

Collection of required documents for loan filing
Attending the clients to fulfill their loan requirements
Processing of vehicle loans
Processing of client KYC

● RR Associates

Office Admin

2014 - 2015

Handling overall Office administration work
Passing of bill entries
Ensuring the accurate billing information is entered into the system
Maintenance of different ledgers and journals
Planning and organizing events as and when required
Preparation of reports for review meetings and planning

● Moorthedarara Seva Sahakari sangha niyamitha

Clerk

2015 - 2016

Cash handling activities
Handling Branch operations on day to day basis
Loan documentation
Answering the clients for their banking requirements

EDUCATION

● Mysore University

Master Of Arts

2010 - 2012

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● Institute Of Co-operative Management

Diploma in co operative management

2009 - 2010

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- **Mangalore University**

Bachelor of Arts

2006 - 2009

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