**RESUME**

**MAHALAKSHMI ASWIN Email: [aswinmahalakshmi@yahoo.co.in](mailto:aswinmahalakshmi@yahoo.co.in)as**

Mobile No+918248033386

OBJECTIVE

To pursue my challenging future under an organization that provides extraordinary career opportunity for developingthe working skills and knowledge beyond the limits of learningand to provide my best to that organization.

ACADEMIC QUALIFICATIONS

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* B.Com (Corporate Secretaryship) in S.D.N.B. Vaishnav College for Women, Chennai with 60% from University of Madras (2003-2006)
* HSC from SriAhobila Math Oriental Higher Sec School, Chennai with 73%, State Board (March 2003)

KEY SKILLS

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* Expertise in purchasing and maintenance of purchase account books.
* Good hands on MIS like Volume Tracking, Queue Tracking, Productivity and Error Analysis.

PROFESSIONAL EXPERIENCE

Current Job Profile:

Organization: COMPUTER AGE MANAGEMENT SERVICE PVT LTD(Jun2017-Nov2017)

Role:

* Worked as customer service for reliance insurance process inbound and icici pru outbound

Organization:GENPACT (Dec 2014-May 2015)

Role:

* Worked as process associate for axis collection (Dec2014-May2015)

Organization: SERCO PRIVATE LIMITED (Aug 2012 - May 2013)

Role:

* Worked as Customer Service Executive for HDFC Life Insurance(August 2012 to May 2013).

Organization: ADITYA BIRLA MONEY LIMITED (Dec 2008 - May 2010)

Role:

* Risk Management Service Executive (Dec 2008 – Feb 2009)
* Registration Dept Executive (Feb 2009 –April 2009)
* Franchisee Helpdisk Executive (Mar 2009 – Aug 2009)
* Business Co-ordinator Executive (sep 2009 – May 2010)

Job Description:

* Debt Followup of Customers
* Escalation and Query handling of Clients and Customers
* Preparation and Reporting of Daily and Monthly MIS.

PREVIOUS JOB PROFILES :

Organization: COMPUTER AGE MANAGEMENT SERVICES Pvt Ltd(Aug 2006 – Dec 2007)

* Worked in purchase dept in SBI Unit.
* Worked as customer service in UTI Unit.
* Worked in redemption in SCMF Unit.

SOFTWARE SKILLS :

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| Operating systems Windows 2000  Packages Microsoft office 2003, Tally , HTML |  |
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SOFT SKILLS :

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* Hard Working
* Fast Learner and has good grasping power
* Speed and accuracy
* Team Player, Motivator and Innovator
* Desire to Learn explore new areas
* Desire to take challenging roles

**Hobbies** :

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* Reading Books
* Going to ashram
* Helping old age people blind person mental disorder person

PERSONAL DETAILS :

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Date of Birth : 03 – February – 1984

Nationality : Indian

Marital Status : Married

**Address** : E 206, 2nd floor pranav Building Chitra Township Phase I

Dhargha Road Zemin Pallavaram

Chennai -6000117

Languages Known : English, Tamil, Telugu, Kannada, Malayalam

Place: Chennai

Date:

Yours Faithfully

(MAHALAKSHMI ASWIN)