

CURRICULAM VITAE

LAXMI BEHERA

S/o- Nilamani Behera
Bedho karanjara ,B.N.PUR
Berhampur,Ganjam
Odisha.
Pin - 761032

E-mail : beheralaxmi303@gmail.com
Cell No.:+916372314902,9439313175

CAREER OBJECTIVE:

To work in highly challenging and competitive atmosphere and take higher responsibilities in the growing organization adding value by using my professional skill and experience to the best of my ability professional excellence and growth.

EDUCATIONAL QUALIFICATIONS:

- B.A from TARATARINI DEGREE COLLEGE ,Berhampu University Ganjam,Odisha, 2017-2020 with 70% .
- +2 (Arts) from TARATARINI COLLEGE, CHSE Board,Odisha, 2015-2016 with 59% .
- 10th from BEDHA HIGH SCHOOL BSE , Odisha, 2015 with 69% .

WORKING EXPERIENCES:

- Working as a receptionist position at ASHOKA HOTEL Gopalpur ,Odisha
(From July 2019 to till now.

RESPONSIBILITIES:

- Actively doing all types and norms of KYC and dealing with customer queries
- Dealing with risk valuation and end of the day (EOD) reports.
- Actively Doing all marketing activities given by the company.
- Preparing all the reports and send it to Regional Office.
- Working as a Second responsible person as joint custodian of the branch.
- Implementing cost management initiatives, monitoring overheads & achieving maximum cost control.
- Actively achievement of monthly target given by the company.
- Maintaining all cheque transactions of branch and liasioning with banks.
- Follow up with NPA Customers towards their loan outstanding clearance.
- Maintaining all the registers of the branch.
- Creating.Evaluating and implementing Branch Business Plans.
- Assigning,overseeing and monitoring the staff members towards their works.
- Create meeting among the customers and Providing group loan to the customers.
- Developing and implementing customer service procedure.

COMPUTER SKILLS:

- Operating - M.S Office
- Package - Tally 7.2
- Familiar with Operating Internet.

SOFT SKILLS:

- Positive attitude.
- Commitment towards work.

INTEREST / HOBBIES:

- Reading of Study Materials.
- Listening Music.
- Playing Cricket.

PERSONAL PROFILE:

| | | |
|-------------------------|---|---------------------------|
| Name In Full | : | LAXMI BEHERA |
| Father's Name | : | Sri Nilamani Behera |
| Date of Birth | : | 03 th May 1999 |
| Gender / Marital Status | : | Female / Unmarried |
| Nationality / Religion | : | Indian / Hindu |
| Language Known | : | English, Hindi, & Odia |

DECLARATION:

I do hereby declare that the facts stated above are true and correct to the best of my knowledge and belief.

Place:

Date:

(LAXMI BEHERA)