

Resume



PERSONAL DETAILS

NAME	LEGADEVI KATHIREESAN
ADDITIONAL SKILLS	SAP FI/CO. ERP 9
LANGUAGE	ENGLISH, KANNADA, TAMIL
DOB	06-03-94
PHONE	UAE NO : +971527436040
EMAIL ID	legadevisrinivasan@gmail.com
ADDRESS	M2 Building, Flat No 506, Muweilah, Sharjah, United Arab Emirates.

ABOUT

To be an expert in my area of work with a passion for challenges and innovation to work with people. Seeking A role, where I will be able to apply my skills and work experience in development of the advanced application By making a difference through quality with strict adherence to achieve the organization goal.

EXPERIENCE

Past Experience	<p>Relationship Executive - Karur Vysya Bank Ltd. Besant Nagar Branch, Chennai.</p> <p>Period - August 2017-July 2019</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• To promote & sale Retail Banking products i.e Savings, current, NRI, Recurring Deposit, Fixed deposit, Mutual Fund, SIP (Systematic Investment plan) Health insurance, and Fastag to customers• Documentation for all account opening process.• Provide proper service to customer.• Checking of all account opening forms and authorizing the same before it sent to CPU.
------------------------	---

Past Experience	<p>Customer Relationship Management Executive - Vijay Raja Homes Private Limited- Sholinganallur, Chennai</p> <p>Period - August 2019 - January 2020</p> <p>Key Responsibilities :</p> <ul style="list-style-type: none"> • Handle all customer queries and provide quality service to customers. • Create proper documentation for customers. • Have to make Tally entry for customer payment details • Update customer current payment details in sales force application. • Authorize customer details for registration and legal documentation.
Past Experience	<p>Relationship Officer - Canara HSBC Oriental Bank of Commerce Life Insurance Company Ltd, Kasipalayam Branch, Gobichettipalayam.</p> <p>Period - July 2020 - December 2020</p> <p>Key Responsibilities :</p> <ul style="list-style-type: none"> • Establishing programs designed to retain existing member clients, trigger advance follow -up periods and regaining business that has lapsed • Contribute thoughts for improving the Sales and marketing efforts of this rapidly growing business • Assisting clients in processing claims • Preparing changes to life insurance policies including; change of beneficiary, change of ownership and upgrade in amount or type of policy • Handling Inbound/Outbound calls and answering questions from members interested in life insurance and financial products • Calculating and quoting premium rates for specific Policies.

EDUCATION

- **Master of Business Administration** - Marketing , Finance
KIT- Kalaighnarkarunanidhi institute of technology, ANNA UNIVERSITY.
- 2015-2017
- **Bachelor of commerce**-Vellalar College for women, **BHARATHIYAR UNIVERSITY.** -2012 -2015
- **Schooling in Arts and Science- Government higher secondary school.** -2009-2011

Additional Course - Systems Applications And products In Data processing.(SAP-FI/CO)

SAP FI/CO SKILLS

FI-GL	Configuring and customizing of Enterprise structure, Financial accounting, global setting, General Ledger Accounting.
Accounts payable	Configuring and customizing customer A/c group, vendor master data, Automatic payment program, house bank customization and check management.
Accounts Receivable	Configuring and customizing customer A/c group, Customer master data, configuring Dunning areas and dunning procedure.
Asset Accounting	Configuring and customizing of Assets, Maintaining of Asset master data, Acquisitions, Retirements, Transfers, Revaluation of Asset and Depreciation Run.

TECHNICAL SKILLS

- ERP Package : SAP R/3 – ECC6.0, ERP 9
- Operating Systems : MICRO SOFT
- SPSS Software : Statistical Package for the Social Sciences

EXTRA CURRICULAR ACTIVITES

- National cadet corps (NCC)
- Playing volleyball

LANGUAGES

English - Full professional proficiency
Tamil - Native or bilingual proficiency
Kannada - Native or bilingual proficiency

Passport Availability: Yes

Expiry Date: 30-03-2027

Nationality: Indian

Marital Status: Married

Visa Status: Tourist Visa valid Till December 23rd 2021(Note: My husband will sponsor me for Residential visa.

DECLARATION

I hereby declare that the forgiven information is correct & complete to best of my knowledge and belief.

Place: Sharjah

Date:

Yours sincerely

LEGADEVI KATHIREESAN