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# SUBASRI M

Marudhur post, 641104 | 6380161918 | subamanokar@gmail.com

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## Summary

As an employee, my objective is to serve my employer to his satisfaction with utmost sincerity. In that lies my own satisfaction. I will always put the interests of the firm before my own. In the growth of the company, I will see my own growth. My superiors can always be assured of single-minded devotion from my side.

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## Experience

**CO-ORDINATER** | 08/2023 - Current

**HDFC BANK LTD- COMMERCIAL VEHICLE LOAN**

- Answered mailed, emailed, telephoned and in-person requests for service and information.
- Managed smooth operations and communicated timely updates to coordinate administrative activities.
- Provided team members with resources needed to complete project work to maximise efficiency.

**JUNIOR ASSISTANT TO ABH** | 02/2022 - 11/2022

**MANAPPURAM FINANCE LTD**

- Resolved escalated customer complaints by offering practical solutions and maintaining professionalism.
- Collaborated with the marketing department to support in-store and online promotions.
- Trained new employees on company policies, customer service excellence, and sales techniques.

**ADMIN EXECUTIVE** | 09/2020 - 01/2022

**CEYONE CHIT&FINANCE PVT LTD**

- Managed daily office operations, coordinating appointments and organising meetings to enhance operational efficiency.
- Provided executive support, managing diaries and preparing documents for meetings, enhancing executive productivity.

**BACKGROUND VERRIFICATION** | 12/2018 - 01/2020

**TRANS HOME INDIA SERVICES PVT LTD**

- Reviewed and improved verification processes, reducing processing time and enhancing customer experience.
- Prepared detailed reports on verification activities, highlighting trends, achievements, and areas for improvement.

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## Skills

- Self motivation
  - Team worker
  - Quick learner
  - Adoptability
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## Personal Information

- Father's Name: K.Manokaran(late)
- Mother's Name: M.Jothimani
- Date of birth: 11/30/1998
- Gender: Female
- Nationality: Indian
- Marital status: Single
- Religion: Hindu

## Interests

Active Member in NSS.

## Areas Of Interest

- MS Office+Excel
- Tally (Basic)
- Banking software (FINNONE ,LOS ,LS)

## Education

**Kongunadu Arts&Science College, Autonomous/Affiliated to (Bharathiyar University) - BBA(CA)**

01/2018

Marks: 72%

**Govt. Hr. Sec. School, State Board - HSC**

01/2015

Marks: 67%

**Govt. Hr. Sec. School, State Board - SSLC**

01/2013

Marks: 69%

## Languages

**English:**



Advanced

**Tamil:**



Proficient

## Hobbies and interests

- Reading Books
- Art
- Personal growth
- Hearing Songs

## Disclaimer

I, SUBASRI. M, hereby solemnly declare that the above particulars furnished by me are true to the best of my knowledge and belief.