**CURRICULUM VITAE**

**Nirmala. B** Vediyappanur (Vill)  
Email – ID: [nirmalabanu29@gmail.com](mailto:nirmalabanu29@gmail.com) Adi Annamalai(post)  
Contact no.:9092155890 TV Malai(D.t)  
 Pincode:60604

**CAREER OBJECTIVES:**

Seeking a challenging position in a reputed organization which provides opportunities for professional growth and advancement, and utilize the experience acquired in becoming a valuable team member **in the field of Finance.**

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| **PROFESSIONAL TRAITS:** |
| * Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism. * Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative. * Good communication skills, verbal as well as written coupled with exceptional presentation skills. * An effective team player with exceptional planning and execution skills coupled with a systematic approach and quick adaptability. |

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Course / Class** | **Institution** | **Board/university** | **Year of completion** | **Percentage obtained (%)** |
| MBA (Finance & Marketing) | Natesan Institute Of  Co-Operative Management, Anna Nagar, Chennai | University of Madras | 2012 | 70% |
| B.COM | [Idhaya College of Arts & Science for women](..\..\..\..\..\..\..\..\Desktop\vinothresumes\nmi%20resume2.docx), TV Malai. | University of Thiruvalluvar | 2010 | 58% |
| 12th | ST Antony’s Girls Hr.Sec.School,TV Malai. | State Board  HSS | 2007 | 77% |
| 10th | SRI srinivasa Girls Hr. Sec. School, TV Malai. | State board | 2005 | 62% |

**WORK EXPERIENCE**

Company Name - **Allsec technologies Ltd,** worked from May 2012 to September 2012.

Designation - Customer care Executives

Job Description - Customer Call Queries and other services

**TECHNICAL PROFICIENCY**

Tally ERP9, Windows 97/2000/XP, MS Office, Internet Applications

**PROJECT**

**Title** : Credit Management

**Company** : Tamil Nadu industries co-operative Bank, Chennai.

**Role** : Project trainee – Worked in marketing department

**Duration** : December 2011-january 2012

**Synopsis** : Sanction Loan to customers, Done transfer of Cash from one Account to another Account

**PERSONAL PROFILE:**

Name : Nirmala.B

Father’s Name : Banu. K

Date of Birth : 29th May 1989

Sex : Female

Marital Status : Single

Nationality : Indian

Hobbies : Listening Music

Languages known : English and Tamil

**DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge.

Date:

Place: **(B. Nirmala)**