

## PRIYANKA S R

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### OBJECTIVE

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To join an organization where my skills can be utilized and harnessed to the fullest, Leading a greater contribution to profit and growth of the company.

### EDUCATIONAL QUALIFICATION

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Class/graduation	School/college	University/Board	Year of completion	Percentage
MBA HR/Marketing	MES-AIMAT College, Ernakulam	Mahatma Gandhi University	2014	68%
B.B.A	Udaya College, Nagercoil	Manonmaniam Sundaranar University	2012	73%
Higher Secondary (Science)	St.Judes School, Ernakulam	State Board	2009	68%
SSLC	Sree Narayana Central School, Kollam	CBSE	2007	63%

### Professional Experience in India

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- ❖ **Kotak Mahindra Bank, Kottiyam Kollam – Kerala,**  
**India Assistant Branch Manager – 1 Year**  
**Nov 4, 2019 to Dec 7, 2020**

**Kotak Mahindra Bank Limited** is an Indian banking and financial services company. It is India's third largest private sector bank by assets and by market capitalization as of November 2021. It offers banking products and financial services for corporate and retail customers in the areas of personal finance, investment banking, life insurance, and wealth management.

## **Job Responsibilities**

- Assisting the Branch Manager in all duties assigned.
- Branch In-charge on the absence of Branch Manager.
- Direct Operational activities on daily basis.
- Managing branch with Multi-monthly customer deposits.
- Creating Strategies to develop and expand existing Customer sales
- Ensure friendly and Professional customer interactions on team wide basis
- Complied with Banking Regulatory Compliance, KYC Act
- Handling all customer issues (Internal & External) to ensure customer delight
- Cross selling revenues generating product like Life Insurance, General Insurance, Mutual Funds, SIP's and Demat Accounts
- Cross sale of asset products.
- Affixing stamp for return cheques.
- Record Management and outward returns management.
- Email tracking and uploading of technical referrals.
- Data entry of cheques.
- Entry of BOD and EOD.

❖ **Belong Foundation Charity Trust, KOCHI – Kerala,  
IndiaHR Executive – 3 Years  
Mar 28, 2016 to Mar 5, 2019**

Belong Foundation is a non-profit organization, working to ensure better outcomes for children in orphanages and shelters across Cochin. Belong Foundation works with nearly 500 children, delivering impact through a fellow-managed volunteering model of 150 young participants. Belong used to conduct medical camps, awareness classes etc in different areas of Kochi. Belong also focus on new business ideas and help upcoming entrepreneurs. Belong Foundation raise fund to provide shelter to needy.

## **Job Responsibilities:**

- Liaising with Support Managers in creation of suitable job descriptions
- Guidance on cost effective successful campaigns, tasks and interview questions
- Create and maintain relationships with Recruitment agencies and suitable job Boards.
- Work closely with Digital team to maximize social media platforms to support Voluntary Recruitments.
- Conducting informal & Remedial classes for Children & Charity Institutions.
- Conducting Seminars and Medical Camps in various parts of Kerala State.
- Participate in Interview Board when required.
- Visit different old age homes and orphanages to identify their needs and work on that.
- Arrange meetings with the Panchayat President and Member regarding the basic development and needs of people.

❖ **iMOB Technologies Pvt Ltd, Kochi -  
Kerala Operations Trainee – 1 Year  
Aug 2014 to July 2015**

iMOB Technologies is a start up business under the platform KITCO. The company is based on an online Application named CASHDIS, which is used by most of the retailers as part of their advertisement. Cashdis is a mediator between the customers and sellers. Cashdis focus on BTOC marketing, this platform provides a cost effective ad for sellers and special offers for customers.

**Job Responsibilities:**

- Assisting team members in Innovating Ideas, which had been gradually appreciated
- Able to understand requirement and have to follow and implement it.
- Assist and Handle technical support issues that may arise
- Providing assistance to team members and Managers as needed
- Company Presentation in PowerPoint slides with Technical Support.

**PROFESSIONAL SKILLS**

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- Well versed in Infosys Banking Platform
- Process Streamlining – creating Training Manuals
- Complaint Resolution – creating Average Customer satisfaction
- Time Management and Team Leadership

**INTERNSHIP EXPERIENCE**

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- Company- HML Cochin (Organizational study)
- A study on “Employee engagement” with special reference to Apollo tyres Cochin.

**ACHIEVEMENTS**

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- Associated in “MES IGNITE” as an associate officer Of Shri. Oommen Chandy (Chief Minister of Kerala) in 2013.
- Coordinated a sectorial session as a part of “Emerging Entrepreneur” in 2012.
- Associated in “Emerging Entrepreneur” as an associate officer of Shri. P K Kunhalikutty (Minister of Industry & Information Technology) in 2013.
- Associated an Inter Collegiate Fest.
- Participated in National Conference on Capital Stocks.
- Achieved several prizes in Inter College Management Competitions.

## **EXTRA-CURRICULAR ACTIVITIES**

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- Active Athlete in Sports and Team Games
- Volunteering and Fundraising
- Student Council
- Dance

## **PERSONAL DATA**

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Date of Birth	:	1-Sep-1991
Nationality	:	India
Gender	:	Female
Civil Status	:	Married
Languages	:	English, Hindi, Malayalam and Tamil.

## **REFERENCE**

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Mr. Rajeeva Shetty, Chief Accountant – Al Forsan International Resort, ADH (Contact 050-698-4108)  
Ms. Surya S Nair, Emigration Consultant – Dubai UAE (Contact 056-981-3837)