**JAYAKKODI.M**

3/57, South Street,

N. Pudur,

Nanniyur Post

Karur Dt– 639 113.

Cell: 8508702087

Email: jayakkodimba2488@gmail.com

**CAREER OBJECTIVE:**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as an experience candidate to grow while fulfilling organizational goals.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board / university** | **Institution** | **Year of passing** | **Percentage of marks** |
| MBAFinance & marketing | Anna university | Vivekananda Institution of management & studies, Tiruchengode. | 2011 | 80% |
| B.com (CA) | Periyar University | Shri sakthi kailassh women’s college, salem. | 2009 | 55% |
| HSC | State board | Govt. Girls. Hr. Sec School, Salem. | 2006 | 52% |

**PROJECT:**

 **Marketing :** “A Study on purchasing behavior of customers towards general Insurance products in National Insurance Company at Namakkal” - this was my post graduate project and was aimed at collecting statistical data with the help of analysis tools to find purchasing behavior of the customers in Insurance products.

**WORK EXPERIENCE:**

1. Concern : Vasan Dental Care Hospital, Salem

Designation: Customer Care & Receptionist – 6 months (Dec 2011 to May2012)

Responsibilities:

 Receiving the patients, cash handling & billing, accounts maintaining and telecalling.

1. Concern : Ramani Honda Bike Showroom, Salem

Designation: Finance Co-ordinator – 1 year (Jan 2012 to Dec 2013)

Responsibilities:

 Handling the financiers and giving schemes for the customers & arranging the loan for two wheeler. Maintaining the reports in Excel sheet and Mailing.

**PERSONAL TRAITS:**

* Good leadership quality
* Good flexibility and Adaptability
* Positive Thinker

**AREA OF INTEREST:**

Administration, Marketing and Finance.

**COMPUTER SKILLS:**

 Internet, Ms-office and Tally 9.0

**HOBBIES:**

* Travelling
* Listening Music
* Drawing & painting

**PERSONAL DETAILS:**

Date of birth : 2nd April 1988

Gender : Female

Nationality : Indian

Marital status : Married

Languages known : English, Tamil

Spouse name : T.Ramesh

Occupation : Agency Manager, Iffco – Tokio Insurance service Ltd., karur - 2

Mother’s name : A.Subbulakshmi

Occupation : Deputy Inspector of labor, Karur (DT), (Retd.)

Father’s name : R.Mathiyalagan (late)

**DECLARATION:**

 I here by confirm that the above given information are right to the best of my

Knowledge and belief.

Place: Karur Yours Truly,

Date:

 **(Jayakkodi.M)**