

# Resume

**SANABOYINA PAVANI**

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## **Objective:**

To be a part of an organization where i can use my skills, gain knowledge and enhance my innovative capability to benefit of the organization.

## **Academic Qualification:**

- Graduation (B.tech) in Pragati Engineering College in Kakinada, Andhra Pradesh with an aggregate of 66.52%.
- Intermediate in Aditya Junior College in Amalapuram with an aggregate of 93.9%.
- SSC in Sir C.V Raman Public School with an aggregate of 76.6%.

## **Professional Experience:**

### **Organization: Samasta microfinance Limited**

Job Title : Senior Executive

Duration : April 2019 to till date

- Currently Working in **Samasta Microfinance Limited** as a Senior Executive from 29th April 2019, handling Fund transfer approval and compliance. Planning the fund for disbursement. Payments to the branches. Disbursement fund transfer approval to loan customers on daily basis. Authorising Funds transfers done from the own accounts. Maintaining track of Funds transfer and Oracle entries for the payments done.
- Processing of IL & DCL Disbursement fund transfer through NEFT on daily basis, PAN India.
- Daily Reconciliation of disbursement.

### **Organization: Ujjivan Small finance Bank**

Job Title : Branch Operations

Duration : May 2018 to April 2019

Worked in Ujjivan small finance bank as branch banking officer and cashier for one year, handling Funds transfers, Branch audit and compliance, Customer queries and service requests and complaints, Cash counters, ATM Loading, Account opening process. Cross handling of third party insurance.

**Organization: Kotak Mahindra bank**

Job Title : Service Officer (Assistant Manager)

Duration : August 2016 to February 2018

Worked in the Kotak Mahindra Bank Ltd as a role of Customer Service Officer (SO) for one year and six months handling funds transfers, Cash handling, audit and compliance, customer queries, Daily reports. Cross selling of CASA, TD, LI. Maintaining of registers.

**Organization: Surya Chandra Palace School**

Job Title : Primary English Teacher and Admin

Duration : June 2014 to April 2016

Worked in Surya Chandra palace School as Primary Teacher, handling Teaching all areas of the primary curriculum. Taking responsibility for the progress of a class of primary age people. Maintaining discipline. Planning, preparing and presenting lessons that cater for the needs of the whole ability range within their class working with others to plan and coordinate work.

**Competencies:**

- Leadership skill, Good communication.
- Proactive, good listener, quick and continuous learner.
- MS – Office, Desk Top Publishing.

**Interests:**

Travelling, Crafting, Cooking and Gardening.

**Personal Information:**

Name : Pavani Sanaboyina

Husband Name : V D Sandeep Kandregula

Gender : Female

Marital Status : Married

Date of Birth : 13-May-1991

Language Known : English, Telugu, Kannada and Hindi.

Nationality : Indian

**Declaration:**

I hereby declare that the information provided above is true to the best of my knowledge and belief.

**Pavani Sanaboyina**

