

PALLAVI.J

#22,Venkatappa Swamy lan

Upparahalli,Mavalli

Bangalore-560004.

PHONE : 9110694514

E-mailID : ppallavijaganath@gmail.com

DearSir/Madam,

Req :- Requisition to suitable position in your Concern.

Here with I am enclosing my curriculum vitae as a first step in exploring the position of employment with your organization.

I am very much fascinated in working in your concern and I assure you if you give me an opportunity I will fulfill your needs with contentment.

I would bring focus on graciousness to my superiors and furthermore obligatory steps to the development of organization.

It would be pleasure to interview with you.Looking forward to hearing from you.

Sincerey,
(PallaviJ)

CurriculumVitae

PALLAVI.J

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OBJECT

To attain excellence through hard work and innovation. To pursue a career that is creative and challenging. Given an opportunity, I will accomplish any given task through hardworkand sincerity.

EDUCATION:

EDUCATION	PERCENTAGE	INSTITUTION	YEAROF PASSING
Bachelor of Commerce	68.00%	Sri Jagadguru Renukacharya College Bangalore	2018-2021
PUC	68.00%	Sri Jagadguru Renukacharya College Bangalore	2016-2018
SSLC	70.00%	LourdesSchool, Bangalore Karnataka Secondary Education Examination Board	2016

WORK EXPERIENCE:

Company : IDA

Designation : Process associate

Experience : October 2021 to September 2022

- Review and analyse property documents
Such as deeds, mortgage line, judgement, and contracts to verify legal description and ownership
- Search digital records of town,city and or country offices to compile a transaction history and ownership details on an assigned property.
- Well versed on multiple title plants and netronline, title points, data Trace. Tittle points .

Company: HDFC

Designation:Relationship Manager

Experience : October 2022 to April 2025.

- Engaged with clients through various channels, addressing inquiries, resolving issues, and ensuring a high level of customer satisfaction.
- Utilized problem-solving skills to identify root causes of client concerns, providing timely and effective solutions.
- Collaborated with team members to analyze feedback and implement process enhancements, leading to a [percentage]% increase in efficiency.
- Participated in ongoing training sessions to stay updated with product Knowledge and customer service best practices, contributing to personal and team growth.

SKILLS PROFILE:

- Good in MSOffice
- Good in Typing Skills
- Good in verbal and written communication skills
- Demonstrated expertise in customer relationship management (CRM) systems and practices

PERSONAL SKILLS:

- Comprehensive problem solving abilities.
- Keen Observer, Quick learner
- Good in Tally Prime
- Good in Advanced Excel

AREAS OF INTEREST:

- 1 Tally
- 2 MS office
- 3 Research Work
- 4 Project Management Professional (PMP) and customer relationship management (CRM)

ADDITIONAL STRENGTHS:

- To Work under Pressure of Deadlines
- Creativity
- Willingness to learn, team facilitator and hardworker
- Self-motivated

PERSONAL PROFILE:

Name	: Pallavi.J
Father's Name	: Jagannath
Sex	: Female
Marital status	: Single
Nationality	: Indian
Linguistic Proficiency	: Kannada, English, Telugu and Tamil
Hobbies	: Listening Music, Indoor games and Cultural Activities

I hereby declare that the information given in the resume is correct at the best of my knowledge.

Place: Bangalore.
Date:

Yours faithfully
Pallavi.J