



# SWATHY KRISHNA M.R

I am a consistently positive individual, highlighting my experiences as valuable assets. I remain unruffled in any environment, navigating challenges with a proactive mindset and ensuring prompt, effective solutions, always accompanied by a cheerful demeanor.

## CONTACT

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## PERSONAL DETAILS

Marital Status:Married  
Passport Number:L8907318  
Visa Status: Residence

## LANGUAGES

English  
Hindi  
Malayalam

## EDUCATION

**Master Degree** in Business Administration from Bharatiar University,Coimbatore,May 2015.

**Bachelor Degree** in Physics from Mahatma Gandhi University,Kerala April 2010

## WORK EXPERIENCE

**Emilinks Technology FZC - from April 2022 to present**

Designation: Admin Executive

Responsibilities/Role as an Admin Executive

- Managing Clients
- Payment follow-up
- AMC management
- Warranty updates for clients

**Learntech Edu Solutions L.L.C - from Mar 2018 to Apr 2021**

Designation: Counselor cum Admin Executive

Responsibilities/Role as a Counselor cum Admin Executive

- Managing Clients
- Counseling students and existing students follow-up
- Clerical works and student database maintenance

**Chemmanur Credits and Investments Ltd -from Nov 2011 -Jun 2017**

Designation: Branch In charge/ Teller

Responsibilities as a Teller

- To attend customers for all business transactions at the counter
- Attending customers for making currency exchange, money transfer, gold loan, fixed deposit etc
- To answer customer complaints, transaction enquiries, rate enquiries etc
- Prepare end of day report, cash reconciliation and bank reconciliation
- To perform a role of marketing & sales executive during off-peak business hours
- To maintain records ,prepares reports and performs work processing assignments & related clerical duties
- To contribute towards branch business development

**Muthoot Fincorp Ltd - from May 2011 to Oct 2011**

Designation: Teller

**Religare Securities Ltd-from Jun 2010 to Dec 2010**

Designation: Customer Service Executive/Online Trader