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<u>Bio-Data</u> Note: Attach copy of Resume / Bio-data

Amuliantian Communication	·			
Application for post of				
Date of application	26/2/12			
Application through	☐ Advertisement	Referred by:	Renukadevi	
Powgowal D. 4-22				
Personal Details Name				
	D. MEGAMALA			
Age	25	Date of Birth	COSA 4-6-	
Fathers Name	W. RAH CHIAN	DER		
Address for	201/A Son	eeviah nogar, wes	t maxxed pall.	
Correspondence	acrir sacri	1 1	st massearate	
Phone & Mobile	}	ei-bad,	V	
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Education Degree (PG)				
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Name of college	Ken Degree	- College		
Location	lalbasar	lalbasar		
Course type	☑ Regu	lar Course Correspon	ndence Course	
Year of completion	2010	Medium of Instruction	English	
Percentage marks	58%	Category	SC/ST/BC/Open	
Degree				
Name of college				
Location				
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Location	lal basax	4		
Year	2008	Medium of Instruction	English	
Name of a 1			- Just	
Name of school	GOVT. Girls	High school		
Location	1	west marred pally		
Year	2006	Medium of Instruction	E-clia)	
			English	

Experience & Employment Details							
Years of experience in relevant field							
Name of Company	Bill Desk (India Odea, com PV7 2t	-27					
Duration of employment	21/2 yrs From date: Sep 28-2000 date: Findate						
Location	Prakash nagar						
Designation	Hutual Hund Process						
Last drawn salary	6000/-						
Number of employees in the company / branch?	Number of employees in	5					
Brief description of work	successfully handling ECS Proc	920					
handled by you.	Hudiple fund like in Hutual	hood					
	Reliante mt, Axis mt, Religo	are mad					
	Rob mt, HSmt etc.	are_ 11743					
Reason for leaving	NO Growth						
Remarks: (For office use o	only – Do not write in this box)						
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		<u></u>					
Name of Company							
Duration of employment	yrs From date: To date	9;					
Location		L					
Designation							
Last drawn salary							
Number of employees in	Number of employees in						
the company / branch?	your dept. or division?						
Brief description of work handled by you.							

Reason for leaving		
Remarks: (For office us	se only – Do not write in this box)	

Megamala Nalakatla

horst John GWE

Address: H.No.201/A, Sanjeevaiah Nagar Colony, West Marredpally, Secunderabad – 500 027.

Phone: +91 8297430081

Email: megamala.n@gmail.com

CAREER OBJECTIVE

To be a part of professionally managed organization where there is individual growth and personal development.

EDUCATIONAL QUALIFICATION

- > Bachelor of Commerce (Computers) from Ken Degree College, Lalbazar, Secunderbad.
- ➤ Intermediate from Ken Junior College, Lalbazar, Secunderabad.
- > S.S.C from Govt Girl's High School, West Marredpally, Secunderabad.

COMPLIEER AWARENESS

- ➤ Accounting Packages: Tally 9.
- ➤ MS Office : Word, Excel

STRENGTHS

- Ability to work with a team or individually.
- > To understand the responsibility for doing work with at most sincerity.
- Inquisitive with time management skills and leadership charisma.
- > Self belief and optimistic attitude.

WORK EXPERIENCE

Working in Indiaideas.com PVT LTD (BILLDESK)

(Experience in Mutual fund Services Back End Operation on – SIP,(Online Billpayment & Transacation Process) since from period of September 2010 to Till Date).

Company profile:

BillDesk, a property of India Ideas.com Ltd. was conceived in early 2000 to solve the frustrations of most of us when it comes to paying bills. We have created BillDesk to help consumers like us leverage on the potential of electronic medium to better organize and manage our payments, while escaping some of the pitfalls of traditional bill payment services.

Job profile:

Successfully handling Ecs Process of Multiple fund like UTI Mf, Reliance Mf, Axis mf, Religare Mf, BoB Mf, Msmf Mf, Sahara Mf, Lic Mf, Quantum mf, Mirae mf.

- Handling Registrations, validations processing and preparing Reverse Registration feeds accordingly
- Maintaining Transaction feeds and sending the Reverse Transaction feeds to the Biller and the registrar
- Organizing Cycle wise Transaction Reports to Head office and Biller / Clients and processing the bill cycles report Biller /Clients
- Handling Investor and Biller related queries by interacting through mails and calls
- Handling Technical Errors/Technical Rejections from the banker

Maintaining all the feeds and updating the Master Data with in the TAT specified.

PERSONAL PROPILE

Name

Megamala Nalakatla

Father Name

N.Ramchander

Nationality

Indian

Marital Status

Single

Date of Birth

04-06-1987

Linguistic proficiency

English, Hindi & Telugu

Address

H.No.201/A,

Sanjeevaiah Nagar Colony,

West Marredpally,

Secunderabad - 500 027.

Declaration:

I here by affirm that the information in this document is accurate and true to the best of my Knowledge

Date:

Place:

(Megamala.N)