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**Objective**:

To work in a challenging professional environment and progressive organization where I can apply my knowledge to achieve personal goals and help the organization growth.

**Educational Qualification**:

**B.Sc., (Computer Science)** Government College for Women, Kumbakonam 2008 with **80%**

12th Swami Dayananda Higher Secondary School, Kumbakonam 2004 with **78%**

10th Swami Dayananda Higher Secondary School, Kumbakonam 2002 with **88%**

**Strengths**:

* To build as a high profile banker with successful track record
* Capability to understand project and user environment and provide support
* Self-motivated
* To handle challenging tasks with high moral and ethical values

**Certificate Courses**

* Junior Associate of Indian Institute of Banking (JAIIB) - IIBF

**Computer Skills**:

* Good Working knowledge in MS Office.
* Well versed in Finacle international banking software in Indusind Bank

**Professional Experience**:

**Company** IndusInd Bank Limited, Dubai Representative Office, Dubai.

**Designation** “Assistant Manager” (Operations)

**Duration** Sep 2013 to Apr 2014.

**Work Profile**:-

* Responsible in managing end to end account opening process including scrutinizing documents related to account opening.
* Ensure adherence to KYC and Anti Money Laundering policy while processing the documents and timely reporting of suspicious incidence to concerned department, to safeguard the bank’s interest
* To keep an eye on inward / outward foreign remittance to support the Business Development Team for new deals.
* Generate periodic MIS reports on time with accuracy.
* Support the sales team in aftersales as well as deliver quality customer service for those who approach the bank in person, emails or calls.
* Responsible in initiating fund transfers followed by verification and confirmation on the transactions without delay and zero errors
* Assistance and guidance in Term Deposits, Overdraft facilities, premature closure of FDs for further investments.
* Liaising with Core Banking Team during system implementation (Finacle), resolving issues ongoing and updating changes accordingly.
* Actioning all service requests raised by the customers (Blocked account activation / Debit Card Pins / Charges reversal / Statement request / Address updation / Account Closure / Net banking queries / cheque book request etc..)
* Opening of PIS, DEMAT and Trading Account.
* Assistance in providing credit cards for NR customers based on criteria.

**Company** IndusInd Bank Limited, Aranthangi Branch in India , Tamilnadu

**Designation** “Assistant Manager” (Cash & Remittances)

**Duration**  July 2010 to June 2013.

**Work Profile**:-

* Handled Cash Transactions, ATM and Operations in daily Banking.
* Handled fixed deposit Opening, Renewal & Closures.
* Handled New Account Opening forms Processing and all deliverables / Kits.
* Resolving customer queries.

**Operations Management**:-

* Handled overall branch operations & Internal accounts
* Cash transactions, DD/PO, NEFT, RTGS, Internal transfers & others
* Handled all voucher maintenance and filing documents
* Management of Inward /outward clearing cheque transactions
* Daily Branch report generation
* All Register Maintenance and Branch Petty Cash Handling.

**Company** IndusInd Bank Limited,

**Designation** “MIS – Coordinator” Chennai Regional Office

**Duration** Oct 2008 to June 2010.

**Work Profile**:

* Update the Cash Movement (ENR & ANR) details to all branches.
* Update the Month wise & Emp wise productivity details
* Prepare PPT for all Zonal Level Meetings
* Update all Emp details of TN branches to HR Every Month
* Submission of various MIS reports to Regional Head/Zonal Head.

**Personal Profile**:

D.O.B : 21.02.1987

Marital Status : Married Languages Known : English & Tamil