**First Name of Application CV No 1637892**

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**CAREER OBJECTIVES**

To obtain a challenging position in a financial organization that will allow me to use my experience and operational skills to help for organizational growth. . I will contribute my full potential in every possible manner, both as an individual and as a part of a team, towards the benefit and growth of the organization.

**PROFESSIONAL SUMMARY**

3 years of experience as a BPO professional in the area of banking with a wide range of expertise in inward clearing, outward clearing.I have committed to maintain highest level of banking standards at every time and all Time, worked in Vsoft- Technologies as **CTSAssociate** for CTS (Cheque Truncation System) process & 2 Banks in MMS (Mandate Management System) process in Cochin & Pune.

**INTERPERSONAL SKILLS**

Believes in teamwork, Self-initiative, Sincere, Hardworking, Trust worthy, Eager to accept challenging assignments.

**PROFESSIONAL EXPERIENCE**

* Worked in Vsoft Technologies pvt ltd, from 12th April 2012 to 10th May 2015 as a **CTSAssociate**(operations).

**PROFESSIONAL EXPOSURE**

**2012 – 2015**

Organization – **VSoft Technologies Ltd(Axis Bank)**

Period– **12th April 2012 – 10th May 2015**

Designation– **CTSAssociate (operation)**

**Roles and Responsibilities:**

Worked on Finical 7.1.10 End to End knowledge in Banking application.

**Clearing:**

* Handling of Inward & Outward Clearing& tallying.
* Taking care of OSC entries, Realization & Dishonoring.
* Taking care of outstation Cheque clearing.
* At par Processing – Processing of Dividend Warrants and Refund Orders.
* Validating the instruments and raising referrals in case of discrepancies and obtain in rectification.
* Transfer Cheques.
* Data Entry of Cash Envelopes and Cheques.
* Data entries of High Value outward Cheques and tallying same.
* Filing –Keeping the files in order and vouchers organized.
* Strong in outward cheque/DD clearing verification @a speed of 3000 Cheques per day.
* Processing of disbursement DD .
* Outward power encoding instruments (cheques).
* Attending customer queries and providing online solutions.

**Cash Management Services:(CMS):**

* The schedules to correct locations.
* Tracking of outstation cheques returns.
* Following up of outstanding realization cases.
* Booking of Outstation cheques both branch and non branch locations.
* Dispatching Handling customer queries regarding realization proceeds.

**EDUCATIONAL QUALIFICATIONS**

**2012-2015 Bachelor of Business Administration ( B.B.A ) in Bank Management**

Anna Malai University

**TECHNICAL SKILLS**

* Platforms: **MicrosoftWindows98/XP/7/8/8.1/10**
* Software Expertise :**Microsoft Office Package**
* Courses : **DCA, Multimedia, Data Entry**

**PERSONAL DETAILS**

* Date of Birth : 30 March 1993
* Nationality : Indian
* Marital Status : Married
* Languages known : English, Hindi, Malayalam, Tamil