**PROFILE**

 I am a resourceful, dynamic and adaptable character with the ability to motivate and empathize with others. I am a fast learner, have good communication skill and thrive under pressure. I work well in a team environment and have experience of working efficiently alongside colleagues from many differenent backgrounds subsequently I have a strongly developed work ethic and enjoy taking responsibilities for tasks.

**OBJECTIVE**

To work with a progressive organization in which I can contribute my skills and ability ,at the same time achieving the organizational objectives with the attribute of time ,quality and discipline.

**PROFFESIONAL EXPERIENCE**

* Working in a Audit Department for last 8 years in Muthoot finance Ltd ,Kollam Region.
* Working as Audit in charge , for last 4 years in Muthoot Finance Ltd, Kollam Region.
* Worked as Audit Executive in Muthoot Finance Ltd ,From
* Worked as Junior Audit Executive in Muthoot Finance LTd From 25th August 2008
* Worked as an Junior Executive ,chammakkada branch in Muthoot Finance LTd, From 30th January 2008 to 23rd August 2008 And Promoted to Audit Department.

**JOB RESPONSIBILITIES**

* Leads the team of Audit Executives and visits branches all over india assigned by Head office.
* Maintain high degree of discipline and compliance with the rules and regulations among team members.
* Verifying documents ,register and ledgers relating to gold loan, and staffs related matter overall the branch function .
* Conducting training to new staffs and provides then\m technical assistance
* Immediate reporting of serious irregularities to the corporate office and solving the issues immediately
* Handling of Book of Accounts, Bank Accounts , Inter branch fund transfer ,
* Handling of Monthly statement, Expense Statement, salary statement, BRS and TDS etc.
* Handling of all types of registers, gold loan ledger, General ledger, cash in transit register etc.
* Handling of gold loans , Various money transfer ,Forex and Insurances.
* Handling of cash counter as a “cashier” above Rs : 50 lakhs transaction per day.

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Qualification**  | **Name of the Institution** | **Percentage of Marks** |
| Msc Maths | Distance Education, Annamalai University  |  52% |
| B.Sc Maths | Fatima Matha National College, Kerala University | 67.4% |
| Plus-Two | National Open schooling, Kollam | 55% |
| SSLC | Krist Raj Higher secondary School, Kolam | 48% |

**TECHNICAL SKILLS**

* Experience in Financial Accounting (Manual and computerized –Tally) & Office Automation.
* Experience in Core Banking Solution (Banking software).
* Experience in MS word ,Excel sheet and documentation related works

**PERSONAL DETAILS**

Date of Birth : 13-07-1989

Sex : Male

Birth Place : Kollam

Marital Status : Married

Language Known : English, Tamil & Malayalam

Nationality : Indian

**First Name of Application CV No :** **1695450**

Whatsapp Mobile: +971504753686

