**SARATH**

**SARATH.361600@2freemail.com**

**OBJECTIVE**

To work with a professional group that will utilize my knowledge and skills towards the contribution to the success of the company. I wish to utilize my proficiency in principles of accountancy towards effective performance of my duties.

**PROFESSIONAL STRENGHT**

* Possess two and half years of experience in customer service and Accounts.
* Solid working knowledge of MS Office with a strong level of proficiency in Excel
* Flexible, attention to detail and ability to learn quickly.
* Proven ability to quickly learn and use new technologies and tools Ability to handle multiple tasks
* Highly initiative to manage a busy workload without close supervision.

**PROFESSIONAL EXPERIENCE**

**UAE Exchange & Financial Services Ltd.**

Worked as Customer Service Officer and Junior Accountant from May-2014 to September-2016.

**Duties & Responsibility**

**Customer Service**

* Administration Work, handling general Office duties consisting of Client interaction, Office Correspondence etc.
* Handling Foreign Exchange operations in accordance with Reserve Bank of India guidelines.
* Dealing with all major Foreign Currencies (Both Buy & Sell).
* SWIFT & Domestic money transfer services.
* Monitoring day-to-day client transactions thereby complying with AML (Anti Money Laundering) guidelines issued by the Reserve Bank of India.
* Dealing with loans, especially: Personal Loan, Vehicle Loan, Gold Loan and Business Loan.
* Applied skills in cross-selling products and services, and in managing inquiries for new and existing customers.

* Developed strong enduring relationships with existing and potential customers with the specific purpose of deepening relationships, resolving issues, identifying opportunities and managing crises.
* Contribute towards branch business development.

**Accounting & Cashiering**

* Post and process journal entries to ensure all business transactions are recorded.
* Assist in the processing of balance sheets, income statements and other financial statements.
* Performed Accounting & Book-keeping.
* Preparation of Cash book on daily basis.
* Reconciliation of Bank and Branch Accounts.
* Collect, categorize, calculate, verify and enter data to maintain accurate records.
* Experience of working in computerised Accounting.
* Got experience as a Teller.

**TECHNICAL SKILLS**

* Proficient in MS Word, Excel, Power point, Internet Applications.
* Operating system-windows 7, 8,10, Proficient in Tally ERP.9

**PROJECTS & INTERNSHIP**

The final year MBA project titled “Financial Statement Analysis” was done at

Travancore Cochin Chemicals Ltd. (TCC Ltd.), Kochi.

A mini project was done during the third Semester (MBA), titled-“New Issue Market in India: An analysis of Growth Trends, Recent Development and Evaluation of Primary

Issues”.

Undergone one month Internship from JANAAGRAHA Centre for Citizenship and Democracy (NGO), Bangalore.

**PERSONAL PROFILE**

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| --- | --- | --- |
|  Gender | : | Male |
|  Marital status | : | Single |
|  Nationality | : | Indian |
|  Languages Known | : | English, Hindi, Malayalam |
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