

VARGHESE

Email: [Varghese.369403@2freemail.com](mailto:Varghese.369403@2freemail.com)

Areas Of interest

Banking / Financial Services / Telecom/Administrations

Any other field that involve using my managerial skills and abilities.

JOB EXPERIANCE

OPERATIONS OFFICER in HDFC BANK

* Worked as operations Officer in HDFC Bank, Thiruvalla (10th Oct 2010 TO 7th Aug 2014)

Dept: Wholesale Banking Operations (Clearing, Cash Management service, Auto Loan, Two Wheeler, Personal Loan, Self Help Group Loans files Disbursement)

* Receptionist In Al Shams Medical And Diangnostic Center ,SHARJA,UAE
* Cashier/salesman In Carmate SK Group Kottayam
* cashier/salesman in CAR Accessories Shope Kurichy, Kottayam 01st Nov2014 cont....

Previous Duties & Responsibilities

* Evaluate file & take final operations decisions
* Monitoring overall operation process of branch & ensuring benchmark TAT
* Handling fund transfer, preparing EROD.
* Ensuring stage wise policy and process implementation.
* Handling Clearing House
* Handling Post approval activities of all WBO Products

Summary of Skills

* Well developed leadership quality
* Maintaining ample customer relationship.
* Ability to inspire, motivate and co-ordinate people
* Dedicated learner with an ability to adjust very well to new situations.
* Computer literate with excellence in operating system & word processing applications
* Good experience in Managing, Controlling, Co-coordinating and effectively implementing daily operations of a Branch and Location.

Educational Qualifications

* SSLC Passed with 54% mark from ST BERCHMANS HIGHER SECONDARY SCHOOL CHANGANACHERRY in March 2005 (KERALA SSLC BOARD)
* +2 Passed with 58% mark from ST BERCHMANS HIGHER SECONDARY SCHOOL CHANGANACHERRY in March 2007–(KERALA HIGHER SECONDARY BOARD)
* B.A ECONOMICS passed with 53% mark from ST BERCHMANS COLLEGE CHNANGANACHERRY in March 2010- (Mahatma Gandhi University)
* DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (DIFA) - GTEC COMPUTER EDUCATION CHANGANACHERRY

Computer Proficiency

* Operating systems:-Windows XP,
* Knowledge in banking software’s like Flexcube, Finware, Ubs, Finnone, Crs, LOS etc.
* Tally,Dac easy,Wings,Pechtree,MS office
* Handling mails
* Very good speed in key board with no errors
* Knowledge in express clearing software for bank cheque clearing

Personal Details

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| Name | : | Varghese |
| Date of Birth | : | 18-06-1990 |
| Mother Tongue | : | Malayalam |
| Religion | : | Christian(RC) |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages Known | : | English, Malayalam, |

DECLARATION

I Varghese declare that the particulars given above are true to the best of my knowledge & belief.

VARGHESE