**Visakh**

E-mail: visakh.370136@2freemail.com

**WORK EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DCB Bank Ltd**

(February 2015 - November 2016)

Title : Teller Service Executive:

Location : Mumbai

Responsibilities:

* Managing clients and assisting them in financial transactions.
* Highly skilled in encashing cheque, accepting deposits and processing withdrawals.
* Carries out client requests and provides information related to banking procedures, transaction time and requested financial services.
* Managing transfers between accounts.
* Controlling and monitoring the levels of cash in the teller drawer and following all cheque cashing and cash handling procedures.
* Generating business by making small talk with customers whilst they are being served.
* Opening new customer accounts.

**Flagship Biotech International Pvt. Ltd**

(August 2014 – January 2015)

Title : Accounts Trainee

Location : Mumbai

Responsibilities:

* Managing vouchers.
* Dealing with bank accounts and maintaining relationship with the officials.
* Maintaining records of bank reconciliation certificate.
* Handling cash transactions on behalf of the Directors.

**KEY ACHIEVEMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Awarded star performer in sales consecutively for 2nd, 3rd & 4th Quarter (2015-2016).

**EDUCATIONAL QUALIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of the Institution** | **University** | **Year of Passing** |
|  |  |  |  |
| B.Com | Marian College, Kerala | M.G. University | 2012 |
| HSC | V.V.H.S.S | Kerala State Board | 2009 |
| SSC | C.B.C.S.S | CBSE | 2007 |

**PERSONAL PROFILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Date of Birth | – | 16th August 1991 |
| Marital Status | – | Single |
| Nationality | – | Indian |
| Place of Issue | – | Mavelikara [Kerala] |
| Visa Status | - | Visit Visa  |
| Computer Proficiency | – | MS Office, Tally, Finacle |

**KEY SKILLS AND COMPETENCIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Ability to work quickly and accurately.
* Analyzing information and making decisions.
* Excellent verbal and written communication.
* A team player and work well with others.

**REFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Available upon request.