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| C:\Documents and Settings\CAB7\My Documents\Downloads\Shijith.jpg | Shijith  E: [shijith-395080@2freemail.com](mailto:shijith-395080@2freemail.com)  Abu Dhabi, UAE |

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| **Professional Summary** | |  |  | | --- | --- | |  | Senior Analyst with exceptional teamwork, leadership and communication skills. Over 6 years of experience in banking operations and finance sector. Managing workflows, associated reporting and quality checks, ensures timely and accurate processing of work for the customers in line with expectations and within the agreed criteria set out in Service Level agreements and established policies. | |

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| **Skills** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Advance knowledge in Microsoft Excel * Self-motivated | * Basic knowledge in Tally ERP * Strong communication * Data Analysis | | |

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| **Work History** | |  |  | | --- | --- | |  | Senior Analyst ***05/2015 to 09/2019***  **Bengaluru, Karnataka**   * Handling Home loan maintenance activities such as Interest margin adjustments, Loan renewals and Loan Reconciliation * Reconcile the loan accounts and provide accurate information to the collection department. * Investigate the transaction discrepancies and rectify it. * Interacting with internal teams for any clarifications or clearing transactions. * Ensured all maintenance activities and customer's queries/escalations about loan were completed within SLA time frame * Achieve production goals as established by Mortgage Account Maintenance team. * Assist in training and supporting documentation. * Preparing and sending daily reports to the stakeholders * Trained and directed new hires during department orientations. |  |  |  | | --- | --- | |  | Process Associate ***06/2013 to 04/2015***  **Bangalore, Karnataka**   * Part of accounts receivable and accounts payable team for ‘OI' Brazil Client * Customer account set up – Adding new customer to date base with all necessary details * Generating and sending the invoices to the customers * Handling customer queries and resolution * Performing reconciliation to ensure that the Payable in our books match with the Receivables in the Vendor's books or a Receivable in our books matches with a Payable at the Customer's end. * Vendor set up – Adding new vendor to the company’s record * Scanning , Indexing and Invoice Processing |  |  |  | | --- | --- | |  | Branch In Charge ***06/2012 to 01/2013***  **Calicut, Kerala**   * Maintain Bank Book and Cash Book * Maintain petty cash book and inventory management * Performing bank Reconciliation on weekly basis * Processes payments and applied to customer balances. * Review collection reports to determine the status of collections and the amounts of outstanding balances. * Collected and reported monthly expense variances and explanations. * Monitor salesman performance at the outlet and recommend areas improvement * Plan and prepare and communicate the target plan and the daily sales plan to the salesmen based on the MIS report received from the head office | |

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| **Education** | |  |  | | --- | --- | |  | Master Of Business Administration | Finance *2012*  **Anna University , Chennai** |  |  |  | | --- | --- | |  | Bachelor Of Business Management (BBM) | Commerce *2010*  **Kannur University, Kannur** | |

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| **Achievements** | |  |  | | --- | --- | |  | **Star performer** monthly award for multiple times (ANZ Bangalore )  **Mr Consistent** Quality award for the Consistency in quality (ANZ Bangalore)  **Extra miler** quarterly award for the best performance (ANZ Bangalore). | |

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| **Additional Information** | |  |  | | --- | --- | |  | **Passport**  **Expiry**: 18/03/2023  **Visa status** : Visiting visa for 3 months  **Languages Known**: English, Malayalam, Hindi, Kannada  **Marital Statu**s: Single  **Hobbes**: Traveling, Cricket | |