**Saritha**

**Mail I’d:** **saritha-397350@gulfjobseeker.com**



**Career Objective:**

Seeking for a responsible position in an organization where my devotion and commitment towards work will help in the enhancement of the organization and make me better everyday.

**WHY ME?**

Experience in working independently.

Experience in facing the client.

Experience in managing team.

Excellent communication, interpersonal, leadership, documentation, flexible and ability to work in a team environment.

Good customer service skills, service oriented.

Attention to details, high level of accuracy and productivity.

Meticulous, with good initiative and independence.

**Education Qualification:**

BCA from St. Joseph’s Arts and Science College, Bangalore – 70.03% - 2013.

12th from Indira nagar PU Composite College – 55.67% - 2010.

10th from Indira nagar High School – 62.72% - 2008.

**Work Experience:**

**Bank**

**Designation:** Teller

**Department:** Retail Branch Banking

**Duration:** 2nd May 2015 to 30th May 2019

**Roles and Responsibilities:**

* Generating financial status on current period.
* Maintaining customer’s depletion tracker on daily basis (MIS on customer’s data).
* Handling of Petty Cash transaction of the branch.
* Creation and extracting of cross selling MIS on daily basis.
* Keeping track of leads generated MIS on daily, weekly and monthly basis.
* Maintaining and reporting of internal staff’s E-Attendance.
* Handling Customers transaction (Deposit, Withdrawal, Issuance of Demand Draft, Transferring funds).
* Maintaining Daily Deliverable tracker (Punching of account opening kits delivered to customer/corporate).
* Reporting on Large cash transaction on fortnightly basis.
* Maintaining MIS Tracker for welcome kit delivered to customers.
* Part of welcome Desk (Handling customers for picking sales and also clarifying customers doubts.
* Authorization of large transaction in both cash and fund transaction.
* Handling locker in charge with the customers.
* Performing internal audit in welcome Desk and Relationship manager Desk on Bi-monthly basis.
* Handling foreign currency exchange.
* Handling issuance of Forex Card to the customers.
* Reporting to Currency Chest Management on daily basis and handing over the cash to the team.
* Performing inward and outward remittance.
* Processing Recurring Deposit and fixed Deposit Transaction through the application form.

**Personal Details:**

**Date of Birth:** 10th April 1992

**Languages Known:** English, Telugu, Kannada & Tamil.

**Marital Status:** Married

Visa status : Dependent visa

**Declaration:**

The above information is true and correct to the best of my knowledge and belief.

**Place: UAE (Dubai)**

**Date:**

**(Saritha)**