**Resume**

**MUTHUGIRIDHARAN B**

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**OBJECTIVE:**

To work in a creative environment that provides me an opportunity to learn and develop skills and knowledge.

**EDUCATIONAL QUALIFICATIONS:**

* **Master of Commerce in International Business (MIB)** with **67%** from **GRD** **School of Commerce and International Business** , Coimbatore. -**2010.**
* **B.C.A with 59%** from **G.R.Damodaran college of science** – **2005 -2008**.
* **HSC with 76% (Higher School Certificate, TN)** - **March 2005.**

**WORK EXPERIENCE:** 4 Years

* 1 Year worked for J.P Morgan services India Pvt Ltd, Bangalore from Apr-2010 –Apr 2011 as Analyst-Document Management Unit in Commercial loan operations.
  1. Perfecting of collaterals as per the credit agreement and checking the documents for completion and if any documents are yet to be received
  2. Checking for the right data and the signature and validation.
  3. Make sure all legal documents like flood insurance and title policy are clear and they are valid.
  4. Make sure the promissory note received and securities are filed in UCC.
* Worked as Analyst in US loan servicing for Deutsche Bank from Apr 26,2011 – March 05,2013
  1. Loan transaction processing like payment, borrowing, commitment fee and LC fee payment..
  2. Preparing report like Cash matching report and potential match report.
  3. Folllow up with agent and getting the updated fee rates and fee payment if not received.
  4. Checking and having control over scheduled activity and make sure all required approval are in place for the day.
  5. Solving the mismatch of receivables by working with agent bank and regular follow up for money if due are not received.
* Currently working as senior transaction processing officer at Mphasis for LPL financial from Oct 2013

**Appreciation:**

* Efficiently handling huge volumes continuosly for a week and keeping an control over the volume .
* Managing the work independently without team leader during his leave and keeping the schedule activity on track and manage the process by working as a team.
* Focus on quality of transaction and as well as volume.

**SPECIALIZAION/AREA OF INTEREST:**

* Banking, Retail management, Logistics management

**INTERESTS AND HOBBIES :**

* Reading books, reading economic times, listening to music.
* Playing shuttle

**OTHER QUALIFICATIIONS**

* Learned MS office and c , c++ languages.
* Participated in window display of Brand management.
* Participated in “Experiential art of project planning” for Breakthrough in Bangalore.
* Participated in seminars on Retail management.

**STRENGTHS :**

1. Discipline , Hard work **,**Adaptability, Continuous learning.
2. Working on the long term objective as goal without missing priority work.
3. Managing and working on failure to get succeed.

**PERSONAL PROFILE:**

Date of birth **:** 5TH June, 1988

Nationality **:** Indian

Marital Status **:** Single

Languages known **:** English, Tamil

Permanent address **:** ¾,vellapatham palayam,

kandikattuvalsu post,

Avalpoondurai via,

Erode district-638115

Tamil Nadu

**DECLARATION**

I here by declare that the above details are true and correct to the best of my knowledge and belief.

Place : Bangalore Date: **(MUTHUGIRDHARAN B)**