

# Resume

**PRAKASH. N**

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## PROFESSIONAL SUMMARY

A dynamic professional with over nine years of experience in back office operations, audit, mutual fund and risk in a financial sector.

## OBJECTIVE

To be a part of a reputed organization where my capabilities and technical skill sets are challenged and will grow along with the organization.

## QUALIFICATION

B.Sc. Computer Science at VLB Janakiammal College of Arts and Science

## PROFESSIONAL SYNOPSIS

- Quick learner, Focused and Result Oriented Hands on experience in fieldwork.
- Team handling experience and Good inter Personality Skills.
- Good Experience in Microfinance and Mutual Fund sector.
- Analytical thinking and aptitude for problem solving skills.
- Quality Control and Risk Assessment.

## CERTIFICATIONS

- Business correspondents / Facilitators (IIBF)
- NISM II B (Valid till Dec 2024)

## WORK EXPERIENCE

### COMPUTER AGE MANAGEMENT SERVICES LIMITED -(CAMS)

Deputy Manager / Product – Mutual Fund  
DEC 2021 to till now

- Functional incharge for redemption and posting team
  - Ensure all the transactions of redemption, switch, purchase, dividend and systematic are processed within the time limit
  - Ensure to share all the daily deliverables to AMC and fund accountant as per SLA
  - Verified and authorize the Lien, POA documents and high value QC for redemption, switch & purchase
  - Handle payout process and ensuring all the payments are processed with in TAT
  - Respond to AMC, SEBI compliance mails and Internal & external audit queries
  - Testing UAT and provide feedback to technical team
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## NEW OPPORTUNITY CONSULTANCY PVT LTD.

Deputy Manager / Product – Microfinance  
NOV 2019 to APR 2021

- Head of Operation for Odisha and Uttar Pradesh State branches
- Managing operation team and monitoring collection process
- Discuss with Business heads on day to day and circulate the MIS
- Coordinating with bank team and getting loan sanction and disbursement on time
- Analyzing business flow and recommending process change for improvement
- Providing training to field employees and supporting them to grow business
- Testing new business applications and provide feedback to vendor team
- Analyzing Internal audit report and follow up with business team and resolve the queries.

## ESAF SMALL FINANCE BANK

Assistant Manager / Product-Microfinance  
APR 2019 to NOV 2019

- BC Monitoring and maintained quality portfolio for BC branches
- Visiting assigned branches and conduct auditing, surprise visits and send branch scoring card on monthly basis to BC head office
- Conducting meeting in BC head office on monthly and discuss about field risk factors and solutions for that issues
- Ensure all the branches are following standard operating procedure
- Providing training to BC employees during the branch visit.

## YESBANK LTD

Senior Officer / Product-Microfinance  
AUG 2014 to APR 2019

- BC Monitoring and Back Office Operation for south BC's
  - BC Loan Account Operation Opening, Disbursement and Collection process
  - Foreclosure, Part payment and Collection reconciliation process
  - SPOC of customer Grievance Redressal for Tamilnadu and Kerala state
  - Ensure all the branches are following standard operating procedure
  - Visit each group under the branches assigned and verify customers KYC, Loan documents, household visit and ensure credit adherence with bank policies
  - Providing training to BC employees during the branch visit.
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**VINDSOR MANAGEMENT CONSULTANTS PVT LTD**

Executive / Product- Microfinance

DEC 2013 to AUG 2014

- Deployed at YES Bank Back Office Operations
- Check Loan documents and KYC etc.
- Coordinate with business correspondent and Process the loan documents
- Analyse business data and submit MIS report on daily and quarterly basis
- Account open process in Omni flow.

**ACADEMICS**

COURSE	UNIVERSITY	PERCENTAGE	YEAR OF PASSING	INSTITUTION
B.SC (Computer Science)	Bharathiar University	65.0%	2009-2012	VLB Janakiammal College of Arts and Science
HSC	State Board	77.9%	2007-2009	P.Kamalanathan Hr.Sec. School
SSLC	State Board	76.0%	2006-2007	P.Kamalanathan Hr.Sec. School

**SKILLS**

Software : EFIMO, Omni Docs, MS-Office, Photoshop, Ganaseva  
Technical Skills : Financial Forms, Document Processing, Basic SQL query  
Linguistic Skills : Read and Write (English, Tamil)  
Speak (English, Tamil, Telugu)

**PERSONAL DETAILS**

Father's name : S. NATARAJ  
Date of Birth : 03.01.1992  
Sex : Male  
Marital Status : Married  
Religion : Hindu  
Nationality : Indian

**Declaration**

I hereby declare that, the above mentioned details are true to the best of my knowledge.

Yours Sincerely,

Date:

Place: Coimbatore

( N. PRAKASH)

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