

Ruby Jein C

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Objective

To work in a team-oriented environment where my skills could be effectively utilized and enhanced to contribute to the success of the organization while being resourceful, innovative, and flexible.



Experience

- 1) Name of the Company : Muthoot Finance Pvt Ltd.
Designation : Junior Executive. (April-2010 to April- 2012)
Assistant Manager (June' 12 to March' 14)
Assistant Manager Incharge (April'14 to 4th Dec' 15)
 - Preparation of Day to day Cash Receipt Voucher & Cash Payment Voucher.
 - Preparation of Day to day Bank Receipt Voucher & Bank Payment Voucher.
 - Handling Cash and Petty Cash, Sending cash related vouchers for higher authorities for approvals.
 - Monthly Salary and Incentive Verification and Processing.
 - Processing and Verification of KYC documents (Know your Customer).
 - Preparation of Bank Reconciliation Statement.
 - Maintaining Ledgers.
 - Preparation of Monthly Performance Report and MIS Report and auditor Report.
 - Verification of Loan documents and sanctioning of Gold loans, Consumer loan, Special loans as per company norms.
 - Calculation of ESIC and PF
 - Preparations of Letters to bank towards RTGS.
 - Co-Ordination to inter Department for finance and office related activity.
 - Interacting with Team Head for finance related activities.
 - Follow-up for NPA Recovery.
 - Clarifying Auditor Quarries.

2) Name of the Company : Axis Bank
Designation : Assistant Manager (Nov'16 to June'19)

- Preparation of RTGS and NEFT
- Handling Cash
- Responsible for cash register and cash drawer, with minimal cash discrepancies.
- Handling Petty cash and sending monthly report to head office for approval
- Preparing Monthly wise report related to cash, other product of banking.
- Managed customer complaints and disputes calmly and professionally.
- Highly proficient with bagging according to best practices and banking policies.
- Providing customers a personalized, friendly and efficient cashiering service.
- Taking payments from customer via cash, cheques and credit cards.
- Responsible for the accurate and timely allocation of cash.
- Incharge of daily cashbook management and also bank reconciliations.
- Banking a large volume of cheques and cash daily



Post Graduation Diploma in Business Administration (PGDBA 2012)

Bangalore University
52% (Second Class)

Bachelor of Commerce (2008)

B.T. L College, Bangalore University, Bangalore
Aggregate-72% (**First Class**)

Pre University College (2005)

B.T.L First Grade College, Bangalore
74% (First Class)

SSLC Schooling – (2003)

St Joseph English School.
69% (First Class)



Technical Skills

Diploma in Financial Accounting (First Division)

- MS OFFICE (Word, Excel, Windows)
- COMPUTER BASICS
- TALLY Ver.9



Personal Details:

Date of birth : 17th Dec 1987
Place : Bangalore
Gender : Female
Address : #373, NandaGokula Building 3rd Floor,
6th Cross, GKW Layout, Laggere
Bangalore- 560058
Marital Status : Married
Languages Known : English, Kannada, Tamil, Telugu and Hindi.

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Ruby Jein.C
