

SARANYA T

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CAREER OBJECTIVE

To pursue a challenging career in progressive environment, which gives me an opportunity to add value to the company and enhance my knowledge by execution of vested responsibilities.

WORK EXPERIENCE

Designation : Deputy Manager - Asset Operations

Company name : ICICI Bank

Duration : Apr 2019 - Jan 2022

Job description :

- Scrutinizing loan files logged at processing center and providing updates to the team to minimize login errors
- Coordinating with various stakeholders to process the cases within TAT
- Maintaining MIS for all sanctioned and disbursed cases and monitoring turnaround time for the same
- Performing data analysis and publishing reports to all stakeholders
- Authorizing both financial & non financial transactions
- Ensuring every team member operates in compliance with applicable internal guidelines
- Conducting training sessions to all operations executive

Designation : Associate Manager - Cash

Company name : Indusind Bank

Duration : Jan 2016 - Jan 2019

Job description :

- Processing all cash related transactions deposits and withdrawals and non cash transactions like fund transfer, NEFT, RTGS, DD making
- Maintaining the Vault and ATM balance within retention limit; Taking care of day to day operations work of the branch
- Handling customer queries and processing customer requests within TAT

- Scrutinizing Office accounts on regular basis
- Assisting in closure of audit comments
- Acquisition of CASA, deepening the relationship value of existing customers and suggesting best investment plans for the customers

Designation : Assistant Manager- Retail liabilities CCC

Company name : Kotak MahindraBank

Duration : Sep 2013 - Dec 2015

Job description :

- Handling customer queries regarding the various banking products and channel access
- Cross selling the banking products to existing customers
- Handling complaints regarding transaction disputes
- Coordinating with other department to resolve the issues
- Hands on experience with banking application like Siebel CRM, Finacle

EDUCATIONAL QUALIFICATION

MBA (Marketing & Systems) 2013

Sri Sairam Engineering College, Chennai.

CGPA: 7.78

B.Sc. (Mathematics) 2011

Quaid E Millath College for Women, Chennai.

Percentage of Marks: 83.05%

HSC 2008

Sri RKM SaradaVidyalaya Model Hr Sec School, Chennai.

Percentage of Marks: 81.50%

SSLC 2006

Sri RKM SaradaVidyalaya Model Hr Sec School, Chennai.

Percentage of Marks: 91.60%

PROJECT WORK

- Project on retailers attitude towards Ramco cement in Chennai
- Project on effectiveness of Patient Information System with reference to Brain and Spine Hospitals

ACHIEVEMENTS

- Received Super Star Award from Kotak Mahindra Bank for being the top performer

PERSONAL DETAILS

Father's Name : V. Thangaraj

Date of Birth : 30.03.1991

Nationality : Indian

Permanent Address : No.25/10,V.O.C. Street,
T. Nagar,
Chennai-600017
Tamil Nadu, India.
Mobile: 9789096272
Email: tvсарanya3@gmail.com

Alternate Contact No : 9025436021

Languages Known : English and Tamil

Marital Status : Married

DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge.

Place: Chennai

Date:

(Saranya T)