

**Jaise Starlet. S**

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**Mobile no** : 7397040365

Seeking Audit related job with a leading organization of a reputed banking industry especially at our Muthoot Fincorp Ltd.

**Profile summary:**

A competent professional with nearly 9.5 years of experience in;

- Cash management
- Key Handling
- Operations
- Team management

**Organizational Experience:**

- 1 Working Experience as a PG Assistant in Adline Matric Hr.Sec.School, Madathattuvilai during the financial year 2011-2013
- 2 Since 02-09-2013 onwards joined as a Customer Service Executive in Muthoot Fincorp Ltd, Azhagamandapam branch.
- 3 Since 01/01/2016 onwards promoted as a Internal Auditor in Muthoot Fincorp Ltd for both Nagercoil and Kanyakumari Regions
- 4 Till now working as an Internal Auditor

**Key result Areas:**

- Online audit for saving Various branches remarks in the MIAS softwares.
- Collecting SDGL statements, Trial balance reports, Audit recovery reports format Bank Reconciliation
- Mailing to HO for any complaints, correction related to the branches towards its Gold Loan Products related Softwares.
- Rating the branches towards its scores in the Audit software.
- Travelling through out the MFL-branches of our Nagercoil region
- Working in co-ordination with the Branch Managers and the Audit department.
- Checking files for Gold loans, Cash, Key handling, Strong room operations etc
- Checking bank statements and Ledgers throughout the audit of all the branches.

**Roles and Responsibilities:**

- Verifying of all the transactions related accounts of various products of gold loan products through out the audit period. Especially GL Pledge, Releases, Part payments related accounts etc.
- Third party products such as Health Guard, MTSS, Swarnavarsham Jewellery, Swethavarsham Jewellery, DMT etc
- Monthly wise verification done for Forex transactions.
- SD accounts, MMM, Microfin and MMGL loans are also verified.

- Verification based on the files and collections related works towards SME, Suvidha, SME Suvarna loans etc.
- Monthly wise attendance verification of the branches has clarified with HRMS and in the leave statement.
- The branch staffs movements verified towards the Staff movement as well as the Key movement reports
- Daybook, Vouchers are also compared and verified throughout the entire audit period itself.

**Education details:**

Sl.No	Degree/Course	College name	Completed year	Percentage(%)
1	MCA (Computers)	S.T.Hindu College, Nagercoil	2009	75.7
2	BSC (Chemistry)	Pioneer Kumaraswamy College, Nagercoil	2006	70.78
3	+2 (Maths-Biology Group)	ST. Lawrence H. S. School, Madathattuvilai	2003	72.75
4	SSLC	St. Lawrence H. S. School, Madathattuvilai	2001	83.6

**Personal details:**

Date of birth : 23-10-1985

Husband Name : T. Justin Jose

Father Name : M. Soosai Hentry

Mother Name : G. Mary Angel

Permanant Address : D/O M. Soosai Hentry,  
4-97, Near St. Lawrence H. S. School,  
Madathattuvilai,  
Villukuri P.O,  
K.K.Dist  
629180.

Current Address : W/O T. Justin Jose,  
H.NO:6/66, Near Bernathet Hr. Sec. School,  
Thottakadhanvilai, Mangalakutru,  
Mangalakuntru P.O,

629178

Mobile Number

:

7397040365

Languages Known

:

Tamil, English, Malayalam and Hindi

Hobbies

:

Singing Songs, Hearing Musics etc

Date: 26/03/2021,  
Mangalakuntu.

Your's faithfully,  
S.Jaise Starlet.

