

SRIMATHY V

X 70 Subbarayan Salai

Mylapore

Chennai - 600004

CAREER OBJECTIVE:

Endeavor to meet the high qualities by contributing my services consistently and develop my potential incognizance to the standards set by the organization that encourages professional and personal development. I would be making use of my past years of experience in performing the managerial work at its best.

EMPLOYMENT HISTORY: 6 Yrs of Experience

AXIS BANK Ltd. –September 2011 , till date.

❖ DESIGNATION : ASSISTANT MANAGER- CASHIER

- Hands-on experience in accepting payments from customers and give change and receipts.
- Highly skilled in using scanners, cash registers, and calculators to calculate the price of items that customers buy.
- Proven record of using the right process for cash, credit cards, or other types of payment.
- In-depth knowledge of handling returns and exchanges of cash.
- Thorough understanding of counting the money in register at the beginning and end of day.

❖ DESIGNATION : DEPUTY MANAGER- BRANCH BANKING

- Handling customer accounts.
- Provided essential banking and financial services by producing daily operations reports, manage overdrawn account reports, and track significant change in balances for large business
- Manage all operations like Clearing , RTGS, NEFT, DD, Transfer departments in the branch.
- Develop and maintain teamwork with the Manager in the managing of sales.
- Open new accounts and cross-sell to new and existing customers.
- Supervise cross-sell by ensuring sales personnel is using account opening and follow-up processes effectively.

❖ **DESIGNATION : DEPUTY MANAGER- CUSTOMER SERVICE OFFICER.**

- Handling of Income Tax department and Statutory Notices
- Handling Locker Department- maintaining Ledgers and Agreements pertains to locker
- Accountable for direct customer interactions in order to analyze the gaps in services offered and provide solutions according to their needs.
- Handling of Deliverables – (Cheque books, Pins and Debit cards

SKILLS :

- High self motivation.
- Capable for problem solving.
- Strong leadership skills.
- Excellent communication skill.

ACHIEVEMENTS :

- IRDA and AMFI CERTIFIED

EDUCATION :

- **Bachelor of Commerce (2005-2008)**, CHELLAMMAL COLLEGE (Madras University), CHENNAI.
- **Master of Commerce – (Correspondence) UNIVERSITY OF MADRAS**

TRAINING :

- Attended various training on Operational work
- Attended various training on Cash

Date of Birth: 15th Sept 1987.

Languages Known : English and Tamil

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