**RESUME**

A. Mydeen Meera Sabana 17/8, Mnp 2nd south street,

Contact : 9962584551 Pettai,

Email : [meerasabana14@gmail.com](mailto:meerasabana14@gmail.com) Tirunelveli – 627004.

**OBJECTIVE :**

Seeking a challenging position in the field where my analytical and technical skills can be utilized to improve the company’s profitability.

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| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | BOARD/UNIVERSITY | YEAR OF PASSING | PERCENTAGE OF MARKS |
| M.B.A | Manonmaniam Sundaranar University | Manonmaniam Sundaranar University | 2010 | 64% |
| B.COM | Rani Anna Govt College For Women | Manonmaniam Sundaranar University | 2008 | 59% |
| H.S.C | Municipal Girls Higher Secondary School | State Board | 2005 | 79% |
| S.S.L.C | St.Antony’s High School | State Board | 2003 | 68% |

**Technical Qualification:**

Operating System - Windows 8

Package - M.S.Office (Word, Excel, Power Point) , Finware, Flexcube

Accounting software – Tally ERP 9

Typewriting - English & Tamil (Both Higher )

Diploma - Desktop Publishing

**EXPERIENCE :**

**4.9 Years Worked as a Assistant Manager in HDFC BANK.**

**CORE QUALIFICATION:**

Banking Operations, KYC, Gold Loan Disbursement, Gold Appraiser, MIS Preparation, Error free operation, Back End operations, Query Resolution, Complaint Handling.

**JOB DESCRIPTION:**

* Disbursement of loan to customer within cutoff time.
* Valuation checking.
* Customer KYC Checking.
* Crediting the loan amount to the customer a/c.
* Reconciling suspense accounts and generating account summary for the entries passed.
* Providing MIS reports for team members productivity.
* Responding for mails send by branches and solving the queries rasised by them Team Management.
* Being an authorizer ensured the necessary checks like KYC compliance VC checking, Valuer Signature Verification, Multiple exposure, everything is checked properly.
* Maintaining healthy relationship with my team members and helping them in times of work crisis.
* Mentor, develop and coach team members.
* Effectively used all available tools and resources to retain employees and develop people.
* Have successfully lead the team and taking care of the members in achieving business objectives with improved TAT and error free operations.
* Cash Receipts, Payments and Customer Transactions and High quality for Customer Relationship Management.
* Handling Non-cash Transactions like Money Transfer, Fund Transfer and Forex,
* Register Updation on EOD Cash Positions Instruments Issued.

**PROFESSIONAL SUMMARY:**

Experienced KYC analyst prepare to manage risk and implement profitable goals for companies. Through research detailed records and solid communication skills will always maintain a high level of customer service for clients and employers at all times.

**PERSONAL DETAILS :**

Husband’s Name – A. Raja Mohideen

Date of Birth – 06th May 1987

Martial Status – Married

Nationality – Indian

Languages Known – Tamil & English

Address - 17/8, MNP 2ND South Street,

Pettai, Tirunelveli.

**DECLARATION:**

I hereby declare that all the above-furnished information’s are true and correct to the best of my knowledge.

A.MYDEEN MEERA SABANA