**AVASARALA SRINIJA**  
 **Email Id**: avasarala.srinija@gmail.com  
 **Mobile No**: 9700929987

**Career Objective:**

To work in an organization which offers continuous challenges and excellent growth prospects as well as to enhance my pre-existing skills and learn new ones.

**Job Summary:**

* Having a working experience of 6 years in various departments of banking sector.
* Adopting the new works.
* Currently working in Cash department.
* Worked in RTGS, NEFT and IMPS transactions.
* Having good experience in Fixed Deposits, Gold Loans and Clearing, Accounts and Cash departments.
* Good at grasping any new department related works.
* Able to handle new challenges.

**Experience details:**

* Working as a Junior Officer at Adarsh Co-Operative Bank, Hyderabad since Feb 2017 to till date.

**Fixed Deposit Department:**

* Interacting with customers to explain the fixed deposit schemes.
* Suggesting customers with best fixed deposit plans.
* Engaging with new customers to reach the fixed deposit targets.

**Gold Loans Department:**

* Coordinate with Branch team and external members-appraisers for loan sanctioning, leads, gold appraisal etc
* Handling Entire Gold Loan Operations at the Branch.
* Monthly Disbursement and Book Targets of mapped Branch
* Handling Gold Loan Customers in the Branch, explain Product Features, handling queries from customers, support in documentation and End to End Loans processing in LOS.
* To ensure that each Loan Transaction is done as per defined Product , Process guidelines and fully compliant.
* Calling up Renewal base and ensuring renewal conversion as per Targets
* Handling all Gold Loan Audit and Compliance related matters.
* Handle Gold Loan Customer servicing

**Clearing Department:**

* To minimize operations risks for the Bank by ensuring that all transactions that are processed comply fully with underlying customer or internal instructions
* Ensuring conformance to internal procedures / policies / guidelines and local and international norms and regulations as applicable
* To assist departments by providing appropriate delivery and support functions.
* To ensure Documentations record management (hard / soft copy & scanned version) and archival as per guidelines

**Accounts Department:**

* Handling accounts payable and receivable
* Check invoices for inaccuracies
* Reconcile accounts with the general ledger
* Handle general account queries
* Contact clients about invoices that are past due

**Current Department Responsibilities (Cash):**

* Currently handling cash department(Deposit, Cash withdrawals)
* Processing deposits, payments and withdrawals.
* Handling other transactions such as cashier cheques when necessary.
* Processing deposits and withdrawals.
* Introducing new members to the banking platform and software.
* Performing regulator account maintenance.
* Opening and closing accounts as required for members.
* Dealing with customer inquiries.
* Performing general administration tasks
* Recommending and explaining banking services and products to customers based on their needs.
* Adopting new department related works.
* Strategic planning for achieving the revenue target.

**Education Qualification:**

* MBA in Finance with 71% from Osmania University in 2016.
* B.Com Computers with 82% from Osmania University in 2014.
* Intermediate (M.E.C) with 86% from Board of intermediate 2011.
* SSC from Board of Secondary Education with 74% 2009.

**Technical skills:**

* Proficient in working on MS Office (Word, Excel, PowerPoint, Outlook).
* Computer Knowledge and Internet Savvy.

**Personnel Skill:**

* Exceptional motivational and leadership skills.
* Good communication skills in written and verbal both.
* Remarkable patience with reliability and responsibility.
* Ability to make a strong and healthy relation among the employees.

**Communication Address:**

* Name : A Srinija
* Address : Flat No 102, Skc Lakshmi Nilayam,

Kasani GR Nanadanavanam Colony, Bachupally

Hyderabad-500090

**Declaration:**

I hereby declare that the above given details is true to the best of my knowledge and I assure you to give in my best efforts for your organization.

(Avasarala Srinija)