

# **SRAVANTHI ROHIT YERRAM**

Room no 6, Building no\_43,7th lane, Nagpada, Mumbai-400008

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## **Professional Summary**

Seeking a suitable position from my past and varied experience which would be fully utilized and where I can make a significant contribution to the success of my employer and which will gain my career.

## **Work Experience**

**Company:** Angel Broking LTD (Andheri)

**Position:** Revenue Sub-Brokers Support Executive

**Role:**

- Daily Pre-Trading Confirmation verifications as per SEBI Rules and Regulation
- Verification of voice recordings between client and Sub brokers
- Follow ups with sub brokers for recordings, messages to clarify trade are pre trade confirmations.
- Contact with customers for KYC Details & submit to upwards departments.

**Period:** February 2018 – September 2018

**Company:** Heerachand Gems Private LTD (BKC)

**Position:** Back Office Executive

**Role:**

- Stock and inventory handle
- Diamond export documentation and follow up with procurement department
- Manufacturing and Re manufacture planning
- Grading team monitoring
- ERP Process entering all data transferring to company system

**Period:** From December 2016 – August 2017

**Company:** Royal Sundaram General Insurance

**Position:** Back Office Executive (Off role) (Powai)

**Role:**

- Attending diverse and demanding clients and calls
- Doing the travels booking for staff members by through AMC Vendor
- Prepare the off-role staff attendance report at the end of the month
- Arrange the board rooms for meetings
- Vendor management

**Period:** From March 2016 to November 2016



**Company:** Citrus Check Inns Ltd

**Position:** Back Office Executive (Internal Audit) (Lower Parel)

**Role:**

- Daily Cashbook Re checking and verification
- System MIS update
- Verification of daily cashflow statement
- Maintaining audit records
- Branch coordination for follow-ups for daily reports of business

**Period:** From December 2012 to February 2016

➤ **Education**

Bachelor of Commerce Passed in the Year March 2013 from Guru Nanak Collage Mumbai

➤ **Computer Skills**

Microsoft Office/ Internet Surfing.

➤ **Personal Information**

Date of Birth : 30<sup>th</sup> August 1992

Marital Status : Married

Languages Known : English, Hindi, Marathi and Telugu Reading and writing

Hobbies : Travelling and Cooking

**Declaration:**

I hereby informed that the above details are true as per my knowledge.

Sravanthi Yerram

