**Rajalingam Varadharajan**

**Mail id:**rajalingam.varadharajan@gmail.com **Phone:9600503902**

**CAREER OBJECTIVES:**

To work in a challenging atmosphere where I can correct my theoretical knowledge gained in the work spot contributing to the benefit of the organization and also for improving my technical knowledge with the expert’s guidance to my professional growth.

**EXPERIENCE SUMMARY:**

* Having experience in writing SQL queries to prepare Various reports used in Weekly and Monthly processing’s.
* Strong Analytical skills to verify the SIP& Mutual funds application and decision making process.
* Involved in analyzing the Errors, both internal and external and worked with team to bring down the errors and increase the productivity.
* Coordinate with branches, agent & IT Vendor to solve the software issues and to do modification in the software.

**EDUCATIONAL QUALIFICATION**

* **MCA** from AVVM Sri Pushpam College Poondi, in Thanjavur with 78% Completed during 2009-2012 period.
* **BSC** (Computer Science) from AVVM Sri Pushpam College Poondi, in Thanjavur with 70% completed during 2006-2009 period.

**IT Analyst in Parveen Express** from Dec 2019 to May 2020

* Coordinating with branch & agent to solve their software issues
* Monitor branch & agent booking activities & make trip route accordingly.
* Generate MIS reports& analyze the issues.
* Create & remove id’s for new branch & agent.
* Managing penalty & discount amount for the user.
* Coordinate with IT vendor to make modifications in software.

**Associate in KODAK MAHINDRA PRIME** from May 2019 to Dec 2019

* Proper Checking all Files (New car, Used car & Refinance, Prime viswas,KPTR) for disbursement
* Co-ordinate with sales to clear the incomplete files
* Clearing audit queries &Manual pdc deposition.
* Issuing Collection book to agency, maintaining accountable document in branch
* Branch fixed asset & key register Maintenance
* Disbursement activity & RO Acknowledgement.

**APO in CAMS PVT. LTD.** from October 2014 to Feb 2019

* Using SQL queries to prepare reports.
* Pulled Daily, Weekly and Monthly Mutual Funds MIS Reports.
* Receive fresh applications for SIP and process them through workflow.
* Approve or Reject the Applications based on the predefined conditions of ICICI Mutual funds.
* Responsible for Rejection of the application and Quality Check.
* Give intimation to Investor and Brokers through SMS and Email and Letter
* Processing of Cancelled Cheque, Auto Debit and Standing Instructions.
* Handling Customer Queries and Complaints through Call and Mail and provide them closures using system with TAT Daily Productivity limit.

**XML Operator in Aptara Learning Pvt Ltd** from Jan 2014 to Aug 2014.

* Responsible for converting the Word Document into XML Format.
* Using XMS Parsing tool to convert the received document into XML.
* Developing guidelines for topic-based authoring
* Replaced tags in the converted XML to meet the customer needs and send to other teams for consuming.
* Establishing rules for tagging.
* Checked the quality of the converted XML before sharing.

**Office Assistant in Sooriya Tours & Travels** from Dec 2012 to Dec 2013.

* Handling incoming calls and other communications.
* Managing filing system.
* Recording information as needed.
* Greeting clients and visitors as needed.
* Updating paperwork, maintaining documents
* Performing general office clerk duties and errands.

**PERSONAL INFORMATION:**

Name : Rajalingam

Father’s name : Varadharajan

Date of Birth : 28 June 1989

Gender : Male

Marital Status : Single

Permanent address : 7B, Motilal Nehru street,

Needamangalam

Thiruvarur -614404

**DECLARATION:**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**DATE: RAJALINGAM VARADHARAJAN**