

RAJESH N

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CAREER OBJECTIVE

To obtain a challenging position which provides me scope for continuous learning and development and through which I can contribute my skills towards the growth of the Organization.

JOB EXPERIENCE:6

Company Name: **Bandhan Bank ltd.**

Designation: **Assistant.Manager - Unit Manager**

Duration : 06th Jan 2021 to 15th Apr 2021

Salary in hand - 29k

No.of.Branch : 4500 **branches**

Field team size : 7

Role & Responsibility:

Promoting and marketing the branch and its products.

Meeting with customers and resolving any problems or complaints.

Ensuring there's a high level of customer service.

sales targets.Reporting to head office.

Build good relationships with customers and staff..

Lead and guide banking staff in their day to day operations and tasks.

Ensure that bank records and statements are properly handled and maintained.

Ensure daily reconciliation of banking records to match cash transactions of the day.

JOB EXPERIENCE:5

Company Name: **Madura Micro finance ltd**

Designation: **Dy.Manager - Internal Auditor**

Duration: 20th Jan 2020 to 31st Oct 2020

Salary in hand - 28k

No.of.Branch : **1500 branches**

Field Auditor team size : **17**

Role & Responsibility:

1. Corporate office responsible :

- Implementing the structured audit process for corporate and field
- Corporate office audit; conducting audits of policy and compliance to Standards.
- Co-ordinator with the effectiveness of the company's internal control framework in addressing requirements.
- Follow up with the field internal audit team for timely preparation and submission of report.
- Assist in evaluation the effectiveness of the company internal control framework in addressing risks.
- Identify loops and giving training to achieve target.

2. Sales : Analysing branch not perform then visiting branch giving training to improve Below mentioned Areas

1. Sales Training

2. Reduce NPA

3. Audit Areas: Branch Audit, Business verification audit & System audit

4. Investigation on customer complaints.

5. Monthly MIS report

JOB EXPERIENCE: 4

Company Name: **Aptus Value Housing Finance India Ltd.**

Designation: Senior **Officer - Internal Auditor** Duration:

12th Nov 2018 to 08th Jan 2020 No.of.Branch : 170

branches

Role & Responsibility:

1. Product Policy >>> Standard Operating Procedures:

a. Sourcing - Direct Marketing Agents, Direct walk-ins and sales team,

b. Credit Policy - Norms, Authorizations, Deviation Matrix'

c. Documentation & Security Creation , Operations, Collection

- d. Post disbursement documentation - Invoice, Insurance, Registration etc
- e. Account Monitoring
- f. Compliance to regulatory guidelines - such as Concentration of Credit

2. Audit Areas:

Branch Audit, Business Audit, Compliance Audit & System audit

3. Investigation on customer complaints.

4. Monthly MIS Report

JOB EXPERIENCE: 3

Company Name: **HDB Financial Services (HDFC BANK LTD)**

Designation: Junior officer

Duration: 5th Feb 2016 to 8th Nov 2018

Role & Responsibility:

1. Sales support MIS Coordinator:

1. Daily base business performance report sending to central team.
2. Sale Data collation
3. Updating Staffing file
4. Hourly base unique calls tracking
5. CRM not updated report
6. Birthday call not contact report
7. Incoming call not contacted report
8. Trigger pending report
9. Incoming call tagged as courtesy call report
10. Birthday call tagged as courtesy call report

2. Internal Audit Checking:

1. **Daily base checking login and logout FLEX cube report**
2. Access card report checking
3. Loan process verifier Limit Enhancement, Insta Loan, Card upgrade & SmartEMI
4. CCTV camera checking.
5. Checking floor (paper, pen, cell phone not allowed inside office)

3. Administrator & Maintenance Coordinator:

1. Attendance, Visitor, Courier, Stationery, Exception, Holiday and Late Register
2. Floor maintenance.
3. System issue coordinate with central team.
4. Event & Sports coordinator

5. Operationsupport.

JOB EXPERIENCE: 2

Oracle Application Experience in Administration

WorkingasOfficerinStarHealthandAlliedInsuranceCoLtd.,fromFeb- 15 to
31.01.2016.

Designation: Officer

JOB DESCRIPTION

Administration/Underwriting Team:

Daily Fresh and Renewal Report circulating to SM

Cash, Cheque, Fund entry

Cheque realization & Audit quarries solving. Petty cash handling FTM (Up to 10000)

Smooth And proper coordination with SM and Agent / MT on Day to Day achievement,

Dedicatedly follow-up Renewal cases and coordinate with concerned SM and Agent s to ensure 100% Renewal retention.

Medical Cases follow up with Labs/Doctors for Approvall Monthly MIS Repor

JOB EXPERIENCE: 1

SAP Experience in Accounts

Working as junior accounts executive in S.Saravanan enterprises(**Hindustan Coca Cola Beverage Pvt Ltd**)., from Jun - 2012 to 31.01.2015.

Designation: Finance executive

Accountreceivable = Tcodes

FBL5N-Customerledger(SOA)

FBCJ. -Cheque,cash,fundentryandChequebounceentry

F-32. - KnockingoffofChq,cash,fundandSalesreturn

FB08. - Reversepostentry(CN&DN)

VKM1. -ReleasingorderasperCompanypolicy&Listofpendingorder

UKM_BP-CreditManagementpartner

VF03. -Displaybillingdocument

VF05. -Listofbillingdocument

FB70. -DebitnoteofARReclass

FB75. -Credit noteofARReclass

VF50. -DifferenceinBRSEntry(ARReclassFB70andFB75)

VA01-. ZCRfor CreditandZDRforDebitnoteentry

FBRA.-Un-appily thepostentry

FB03.-DisplayCreditandDebitnotedetails(FB70andFB75)

VA02.-ReleasingSalesReturnorder

V.02.- ListofIncompletesalesorder

Month Close Activities:

- Physical Cheque Vs Book ChqMatch
- Physical cash Vs Book Cashmatch
- Bank Reconciliationinternally
- Petty cash
- MISReport

ACADEMIC RECORD

Course	Institution	Year of Passing	% of Marks
M.B.A	K.K.C institute of P G studies, Puttur	2010-2012	67
B.com	Sri Surya Degree College, Nagari	2007-2010	56
Inter	Sri Surya Junior College, Nagari	2005-2007	53
SSC	Z.P.high school, Sathrawada,Nagari	2001-2005	42

PROJECT DETAILS

- Title : A study on inventorymanagement
- Organization : **Hindustan Coca Cola Beverage PvtLtd**
- Duration : May 2011 To Jul 2011 (90Days)
- Packages known : **Tally ERP9,SAP,& M.S Office**

TECHNICAL SKILLS

- Operating system : Internet

Other certificate

- Tally ERP 9
- Biz Beam - National level management meet(SVU)
- Tirumala Tirupati Devastnam -Scott

STRENGTHS

- o Team player
- o Hard work
- o Fast decisionmaker
- o Self Motivated

Hobbies

- ω Drawing
- ω Cooking
- ω Cricket

Personal Information

Name. :. Rajesh N

FathersName : N Payani Reddy

Addressforpermanent : Moolanatham
(V), Therani (P), Nagari (M), Chittoor (D),
AndhraPradesh.

TelephoneNo :+91-9659152632

DateofBirth :19-04-1990

Gender : Male

MaritalStatus :married

Nationality :Indian

Languages Known : English, Telugu &Tamil

DECLARATION

I hereby declare that the above furnished information is true and correct to best of my knowledge.

N. RAJESH