

About Me

Highly reliable and focused professional with masters in Finance and having extensive knowledge and experience in Banking domain, Transaction monitoring, Financial Crime, Risk and Compliance, AML and KYC, and Retail Banking Operations at HDFC bank Ltd as Customer care executive.

Experience

HDFC BANK

Customer care executive

2/02/2023

- 1)Processed daily client ,cash transactions including deposits withdrawal,money transfers,loan payments and selling cashier checks.
- 2) Accurately maintained records of cash transactions and ensured all documentations and paperwork was in place and within compliance
- 3) Assigned clients with various queries related to bank products and their accounts.
- 4)Helped customers open close check bank accounts, credit cards,savings accounts,personell loans and mortgages
- 5) Maintained daily reports,records and details related to cash transactions.
- 6) Organised stocked and maintained the teller window area.
- 7)Executed stop payments and account transfers
- 8)Processed the cash transactions with zero error rate.
- 9)Handled various financial transactions.
- 10)Pulled daily branch reports.

Education

Marian college kuttikkanam

2015-2018

Bachelor of commerce -

Marian international institute of management

2018-2020

MBA -

Skills

- 1)Cash handling expertise
- 2)Clerical knowledge
- 3)Strong account analysis skills
- 4)Rapid data entry skills
- 5)ledger and balance sheet competency
- 6)Accounting and software skills
- 7)Financial analysis
- 8) Goal oriented
- 9) Self sufficient

Achievements
& Awards

.As a banking professional at HDFC I have received certificates for rendering excellent services to customers
. Appreciation from co workers and supervisors for good behaviour and services

Core
competencies

Operational Excellence
Service Oriented
Data Analysis
Financial Analysis
Financial Crime Compliance
Sound Decision Making
Ability to Quantify Risk
Product Expertise

Personal
snippets

Date of Birth:30/01/1997
Nationality:Indian
Marital Status: single
Language s known -Malayalam, English & Tamil