

RAGESH MK

CONTACT

- + 91 9567912129
- rageshmk4@gmail.com
- Kannur, Kerala, India

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2014

- Kannur University

HIGHER SECONDARY | 2011 | 82%

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2009 | 80%

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATIONS

- Diploma in Computerized Financial Accounting
- MS office Packages

PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.



CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

Communication

Data Analysis

Attention to detail

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

- SENIOR BRANCH OPERATIONS OFFICER | 2018 - Present**
POONAWALLA FINCORP LTD
- ACCOUNTS IN CHARGE | 2016 - 2018**
SIGNATURE MOTORS INDIA PVT LTD

KEY RESPONSIBILITIES

SENIOR BRANCH OPERATIONS OFFICER

- Tracking operational costs toward maintaining profit-margins.
- Acceptance of Cash & customer service
- Cross sell of finance products
- Verification of customer document & loan disbursement
- Preparations of branch business report
- Maintenance of Branch Day to day operations
- Petty cash management Developing company policies and ensuring compliance.
- Ensuring positive client, supplier, and vendor relationships.

ACCOUNTS IN CHARGE

- Maintainance of day-to-day accounting operations
- Preparations of monthly report
- Cash management & Bank reconciliation
- Statutory requirements preparation VAT, SERVICE TAX &TDS
- Branch auditing on monthly basis
- Resolving accounts to the general ledger.
- Contacting clients about transactions and invoices.
- Handling queries related to accounts.

COMPUTER PROFICIENCY

MS Word/ Excel ★★★★★
MS PowerPoint ★★★★★
Internet & E- Mail ★★★★★

LANGUAGES KNOWN

English 90 %
Malayalam 100 %
Hindi 75 %

INTERESTS

 Songs  Travelling  Cinema

REFERENCE

- **NIRAN NK**
Poonawalla Fincorp
Senior Branch Operations
+919605063702

PERSONAL DOSSIER

Gender : Male
Date of Birth : 27-07-1994
Nationality : Indian
Marital Status : Single
Permanent Address : Manikunnol house
Kanndiparamba - 670604
Kannur, Kerala, India

PASSPORT DETAILS

Passport Number : R4204105
Date of Issue : 22-11-2017
Date of Expiry : 21-11-2027
Place of Issue : Kozhikode

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

RAGESH MK