

HANEESH M H

Madavana House,Kanjiramattom

Marithazhom P O,Ernakulam-682315

+919744622602, +919895855059

hanishmh@gmail.com

CAREER OBJECTIVE

- Would like to join an organization, which provides me an environment, where I can achieve my full potential and where I get a chance to positively work towards meeting organizational objectives.
- To pursue a challenging career and deliver to the best of my ability.

SKILLS

- | | |
|--|-----------------------------------|
| ➤ Good typing speed | ➤ Understand the tools fastly |
| ➤ A team player | ➤ Strong decision maker |
| ➤ Proficiency in Microsoft Word, Excel and Power Point | ➤ Great potential to lead a teams |
| ➤ Great interpersonal skills | ➤ Great analytical skills |
| ➤ Ability to work under pressure | ➤ Punctual |
| ➤ Resourcefulness and great administrative skills | ➤ Highly organized |
| ➤ A keen eye for details | ➤ Ability to work independently |
| ➤ OS proficiency (Windows, Ubuntu) | ➤ Pleasing personality |
| | ➤ Eager to learn new things |
| | ➤ Problem solving |

PROFESSIONAL SUMMARY

Professional with overall four plus years of experience in Automobile NBFC and voluntary organization. Expertise in Technical support, Office Administration, Coordination and Operation Executive.

EDUCATION

B Com(General) 60%

2015 – C V Raman University

VHSE(MRRTV) 50%

2004 – St Ignatius Vocational higher secondary school.

SSLC (State) 62%

1999 - St Ignatius Vocational higher secondary school.

CERTIFICATION

WEB TECHNOLOGY (HTML, PHP)

2014 - RITES

TOOLS AND SOFTWARES USED

- OS – Windows
- MS Office
- Core NX
- LOS
- Mobicule

WORK EXPERIENCE

POONAWALLA FINCORP (ROM / TL)

Oct 2021 –

- ❖ Monitoring all Kerala North region operation related activities
- ❖ FPR for south Cash tracker and resolving all related pending query

KOTAK MAHINDRA PRIME LTD (Operation Manager / Back Office / Office Assistant / Cashier)

Feb 2017 – Oct 2021

- ❖ Monitoring all south region loan disbursement operation works.
- ❖ File Disbursement and File management
- ❖ Issuing No Objection Certificate and No due letter.
- ❖ Collecting NACH/SI and send it to head office.
- ❖ Verifying cheque swap operations and send it to head office and updating MIS.
- ❖ Proposal loading for loan disbursement in LOS and Core NX.
- ❖ Data entry in LOS and Core NX.
- ❖ Maintaining daily and monthly MIS.
- ❖ Creating new party id in Core NX for Customer/Dealer/Ventor etc.....
- ❖ Co-ordinate with Sales Team for document updation.
- ❖ Interact with customers for rectifying queries.
- ❖ Co-ordinate with Credit Team for rectifying errors in LOS.
- ❖ Pdc Banking (due date wise) and Monitoring.
- ❖ Collecting cash and Cheque/DD from customers and punch it in Mobicule.
- ❖ Sending communications through Outlook.
- ❖ Verifying KYCs and other important documents.
- ❖ Maintaining important documents in soft copy and hard copy.

- ❖ Preparing RTGS BRV and send it to head office.
- ❖ Provide support/assistance to other team members.
- ❖ Manage all operations for business product line.

IVANGEL SALES AND SERVICES PVT LTD-KOTAK MAHINDRA PRIME LTD (Back Office / Office Assistant / Cashier)

Mar 2012 – Jan 2017

- ❖ Monitoring all south region loan disbursement operation works.
- ❖ File Disbursement and File management
- ❖ Issuing No Objection Certificate and No due letter.
- ❖ Collecting NACH/SI and send it to head office.
- ❖ Verifying cheque swap operations and send it to head office and updating MIS.
- ❖ Proposal loading for loan disbursement in LOS and Core NX.
- ❖ Data entry in LOS and Core NX.
- ❖ Maintaining daily and monthly MIS.
- ❖ Creating new party id in Core NX for Customer/Dealer/Ventor etc.....
- ❖ Co-ordinate with Sales Team for document updation.
- ❖ Interact with customers for rectifying queries.
- ❖ Co-ordinate with Credit Team for rectifying errors in LOS.
- ❖ Pdc Banking (due date wise) and Monitoring.
- ❖ Collecting cash and Cheque/DD from customers and punch it in Mobicule.
- ❖ Sending communications through Outlook.
- ❖ Verifying KYCs and other important documents.
- ❖ Maintaining important documents in soft copy and hard copy.
- ❖ Preparing RTGS BRV and send it to head office.
- ❖ Provide support/assistance to other team members.
- ❖ Manage all operations for business product line.

GR Associates (Job consultancy)

Oct 2007 -Mar 2008

- ❖ Coordinating events.
- ❖ Performing general office clerk duties.
- ❖ Maintaining documents and word processing.
- ❖ Preparing quarterly and yearly reports.
- ❖ Preparing cheques for payables.
- ❖ Schedule meeting, prepare meeting agendas, take care of past minutes and setup all the necessary documents.
- ❖ Performs book keeping duties such as preparing check list for payables and updating accounts receivables.
- ❖ Updates suppliers transaction database and review invoice/purchase orders forwarded by accountant office.
- ❖ Preparing letter and other correspondence.
- ❖ Sending communication through Mail and phone.

LANGUAGES

Malayalam (read, write & speak)
English (read, write & speak)
Hindi (read, speak & write)
Tamil (speak)

PERSONAL INFORMATION

Father: M U Hariraj
Mother: Valsala Hariraj
Date of Birth: 05 Feb 1984
Gender: Male
Marital Status: Married
Mother Tongue: Malayalam
Nationality: Indian
Interest: Playing cricket, swimming, driving....

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: 23/06/2021

Place: Marithazhom

Haneesh M H