

RESUME

RANGARAJU B

No.398, VOC Street,
Meyyanoor,
Salem- 636004
Tamil Nadu.
Mobile.No : + 91 9003918410

Email Id: rangabraju@gmail.com

Objectives

Seeking a challenging and interesting environment that provides me an opportunity to develop and utilize my knowledge and skill on a continuous basis.

Working Experience: 26 Years

Organization : Crystals India, Salem.
Designation : Accounts Executive
Department : Accounts
Period : From 1995 to 2005

Organization : Indian Chemicals, Madurai
Designation : Accounts Executive
Department : Accounts
Period : From 2006 to 31st Aug 2007

Organization : Magma Fincorp Limited, Salem
Designation : Sr. Executive
Department : Branch Accounts
Period : 14 Sep 2007 to Till date

Role Description:

- **Cash handling Companies:**
 - **Magma Fincorp Limited**
 - **MF Process & Solutions**
 - **Magma HDI General Insurance**
 - **Magma Housing Finance**
- To Ensure that the Collection from the customers/ collection executives for the field collections is done as per the Guidelines for Safe keeping of Cash
- Ensure accurate and timely updating of the Daily Cash Register
- To prepare and send daily, weekly and monthly MIS reports such as Accounts Tracker / SDS Deposit Slips Tracker

- Soft copy of Fund Flow Statements sent to Ho within the TAT for updating purpose

- To ensure that the Petty Cash is used only for the petty cash expenses
- Dispatching the Quarterly/Half yearly/ Yearly Petty Cash Balance Certificates to HO
- Timely deposit of Cash & PDC's and ensuring fund transfers on daily basis
- To ensure Verification / approval of Money Receipts in POC on daily basis
- **Customer Care :**
 - Ensuring that quality of customer interaction is at the highest levels.
 - To ensure that every complaint/ request/ lead is captured and communicate the accurate TAT's.
 - Understanding the complaints, plan action and coordinate with respective department to resolve within TAT
 - NOC Handling Process
- **Administration :**
 - To Coordinate with Admin for timely renewal of Trade / Shops & Establishments Certificates .
 - To Coordinate with Admin for clearing all Monthly Expenses / sending the Vendors bills with in the TAT to HO for processing the payments
 - Co-ordinate with other departments at Branch for smooth functioning
- **Operation :**
 - File checking processing the payments

Educational Qualification:

Qualification	Name of Institution	Board / University
B.Sc., (Maths)	Gandhi gram Rural Institute	Deemed University
Higher Secondary	Little Flower Higher Sec. School	State Board
S.S.L.C	Little Flower Higher Sec. School	State Board

Exposure to Computer

- **Packages:**
MS Office
- **Operating System:**
Xp & Windows 7
- **Web Based Programs:**

HTML.

Personal Details

Father's Name : BAKTHAVATCHALAM. R

Date of Birth : 20.05.1973

Sex : Male

Marital Status : Married

Nationality : Indian

Mobile No. : +91 9003918410

E-Mail ID : rangabraju@gmail.com

References

1) Mr. M.Gomathi Nayagam

Magma Fincorp Limited Chennai

Mobile – 9940019596

2) Mr. NIVAS DD

TL - Magma Fincorp Limited salem

Mobile – 9791788855

Declaration

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

Yours Faithfully,

(RANGARAJU B)

Place: SALEM.

Date: 05-06-2021