



DEVARAJA. V

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CAREER OBJECTIVE

To join an interactive organization that offers me a constructive workplace for communicating and interacting with customers and people.

PROFESSIONAL EXPERIENCE : Banking operation executive

AXIS BANK PVT LTD

2018 - 2019

Roles & Responsibilities as :-

- Prepare or assist in the preparation of Daily Activity Reporting which provides P/L information to the business unit and senior management.
 - Co-ordination and management manual adjustments in all banking Query and SDT and collecting necessary approvals for any new adjustments.
 - Assist in the creation and keeping up to date procedures for performed reconciliations processes.
 - Effective planning and Execution of operational work to meet branch Achievements.
 - Processing of RTGS/NEFT request and Fund Transfer requests.
 - Monitoring the office accounts, transferring the funds.
 - Daily Perform of Cash Management Requests.
 - Assist in providing and negotiating payment plans with clients.
 - Soft Closing of all the customer complaints within TAT without escalations.
 - Resolving audit queries for the branch structure audit and internal audit.
 - Ensure smooth functioning of the Back -end & branch operations.
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KOTAK MAHINDRA PVT LTD: FEB 2020 Present As (Consumer Bank operation Executive)

Roles & Responsibilities as :-

- Manage daily operational activities of small team of analysts. Assign tasks and monitor performance.
- Lead and manage Loan and Deposit Operations employees.
- Verifying Salary Uploads and Maintaining salary uploads confirmations.
- Monitoring suspense accounts, deferred accounts, accounts payable/ receivable and ensuring TAT for timely movement of funds. Reviewing EOD reports (BJR / Instruments issued/ EOD cash position etc.)
- Conduct monthly audits and exposures monitoring cash and draw limits and security guidelines.
- Ensuring strict adherence to KYC.
- Ensuring highest service standards are maintained for servicing of clients with minimum turn-around-time. Handling & monitoring all Retail Branch operations.

Roles Handled: Team handling, Authorization, Processing of Account opening forms, Branch Audits; Custodian of Cash, Debit Card Pins and Other Deliverables; Reviewing various stock registers and reports.

EDUCATION

MBA with the specialization of Finance in Surana College Bangalore which is (Affiliated to Bangalore University.)

B COM with the specialization of Accounts in Government First grade College which is (Affiliated to Bangalore University.)

MBA Academics projects\Internship

Title: “ COMPLETE CYCLE OF CUSTOMER INVOICE PROCESS
BY DO PAYMENT OF USING SPECIAL GL ACCOUNT” (FICO)
Organization: SAP INDIA (2Months)

Title: “AN EMPIRICAL STUDY ON PREFERENCES OF MUTUAL FUND INVESTORS
IN ANANDRATHI BANGALORE”
Organization: ANANDRATHI STOCK BROKERS LTD. (4Months)

Certification and Workshops:

- Certificate on Effective communication-Kapoor workshop on effective communication (KWEC).
- Participated workshop on”10-Day English Language proficiency Enhancement program:(RIESI)
- Certificate program in tally specialization with inventory payroll statutory taxations at NICT

Achievements & Recognition

- Won **2nd prize** for the **running and long jump** at Surana college fest 2015-2016.
- Represented **rotary as a international director camp** held at **kengeri upanagar**.
- Won Prizes in cricket & various sports, and curricular activities in Sports annual meet 2016-2017.
- Active core committee member for State level and National level Fest.
- Active member for various social activities (Eco Club, N.S.S)

LANGUAGES

- Kannada
- English
- Hindi

INTERESTS

- Playing Badminton
- Riding
- Trading

Computer Skills

- Banking software's like Finacle, Saksham .CRM Etc.,
- Ms Office, Ms-Excel, Tally 9.0

PERSONAL DETAILS

Father Name: Mr. Venkatesha

Birthday: 31-05-1995

Nationality: Indian

Gender: Male

DECLARATION:

I hereby declare that the above given information is true to the best of my knowledge.

Date:

Place: Bangalore