

Rakshith J

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An enthusiastic, motivated and proven individual with experience in financial services and operations. Seeking a position in financial industry where my skills and abilities are utilized effectively in making a positive difference to the organization.

PROFILE HIGHLIGHTS

- ✓ *Experience in banking and cash management.*
- ✓ *Managing people and various process operations involved*
- ✓ *Experience in sourcing of retail assets – Personal loan, LAP, HL and BL.*
- ✓ *Sound Knowledge of accounting principles*
- ✓ *Strong organizational and interpersonal skills*
- ✓ *Good customer service skills*

WORK EXPERIENCE

Saggraha Management Services Pvt. Ltd.

Mysore, India

District Operation Manager (September 2019 - Present)

- Managing various operations of 5 branches.
- Providing assistance to the Office Managers of sub-branches.
- Auditing the operations, work efficiency, quality delivered and report the pending works.
- Supports operational activities that includes login to disbursements
- Managing issues in regards to OD's, clearing of loans and NOC's
- Reviewing the Final Quality Check (QC) of the sourced documents and submitting to final stage of verification.
- Proactively involve in employee and customer engagements.

HDFC Bank Ltd.

Channarayapatna, India

Asst. Manager-Operations – Teller (November 2017- August 2019)

- Handling of Inward and Outward Cash clearances.
- All cash transactions including Accepting and Payment of cash.
- Making entries in regards to RTGS, NEFT and Fund Transfers in Account.
- Handling and checking of Account opening form, TOD reports, correcting discrepancies.
- KYC checking, signature verifications and monitoring of Suspense Account.

- Managing of service quality audit and Five S Audit.
- Managing DVU audit exceptions of Account opening forms.
- Handling the vault with joint custodian.
- Customer services and Queries.

RupeeBoss Financial Services Pvt Ltd.

Mangalore/Mysore, India

Relationship Manager (Jun 2016-Jun 2017)

- Extensive sourcing of retail assets like personal loan, LAP, HL and BL.
- Assisting with generating new business.
- Building positive relationships with customers
- Assisting clients to make the right decisions with their accounts and explain the financial services on offer to them.
- Target sales and brand marketing.
- KYC checking and ensuring accuracy of documents submitted.

COMPETENCIES

| Customer focus |Team building|People management| Problem Solving|

TOOLS USED

Microsoft Office

EDUCATION

Pooja Bhagavat Mahajana P G Centre (Mysore University) Mysore	M.Com	Jun 2014
SBRR Mahajana First Grade College (Mysore University) Mysore	B. Com	Jun 2012
Kalpataru Commerce and Arts College Tiptur	PUC	Mar 2009
S.V.P High School (KSEEB) Tiptur	SSLC	Mar 2006

PERSONAL DETAILS

Date of Birth: 5th February 1991

Languages Known: English, Kannada, Tamil and Hindi