



PARVATHI R

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Nadukonathu (H) Keecheri Kanjiramattom .

OBJECTIVE

Look forward to have a long term association with a professional organization, where I can apply my skills and knowledge to the best of my abilities and to contribute for the growth of the organization and myself.

PROFESSIONAL SUMMARY

- A knowledge-driven over 7 years' experience in the industry.
- Enthusiastic, quick learner with the eagerness to meet challenges and quickly assimilate latest technologies, skills, concepts, and ideas.
- Result driven achiever and effective team player.
- Proven relationship-builder with exceptional interpersonal, communication, and presentation skills.
- Team player with good decision making ability, a listener, problem solver and a motivator.

PROFESSIONAL EXPERIENCE

1. **Officer** – 06.06.2011 to 07.06.2018

UAE Exchange & Financial Services Ltd, Reporting to – Division Head & Accounts Head.

Job Description:-

- Redressal of queries from branches in India by preparing their Bank Reconciliation.
- Maintain proper documentation for central bank audit
- Network with other departments to provide information and guidance regarding different products to branches all over India.
- Help the management to implement its plan through communication with the staff members

- Preparing Daily Reports ; Monthly BRS Issue Summary Reports ; Exceptional cases reports ;
- Identifying process issues, loops ,errors and finding solutions for a smooth process
- Preparing projected Budget for branches and thereby fixing direct expense budget for new financial year.
- Bank Receipt authorizations after checking the transaction details

Branch Level Experience :

UAE Exchange and financial services Ltd Mumbai Malad.

- Worked as branch cashier for both forex and indian currency
- Reporting of MIS to HO
- Coordination with other branches and HO departments
- Telecalling of potential customers
- Product sales coordination
- Front office administration
- Appraisal and verification of securities
- Customer walk in management

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B. Com)

Secured 85 % of marks in Bcom

ST. Teresa's College, Ernakulam. MG University,

Secured 88 % of marks in plus two Commerce
GGHSS ERNAKULAM

Secured 78 % of marks in SSLC
GGHSS ERNAKULAM

COMPUTER SKILLS:

✓ Proficient in Microsoft Office

HOBBIES & INTERESTS

✓ Cooking, Reading

PERSONAL DETAILS

Date of Birth : 10/10/1990
 Nationality : Indian
 Gender : Female
 Marital Status : Married
 Languages known : English,Hindi, Malayalam

REFERENCES

✓ Available upon request