

**SRIRAJ.V.V**

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## **OBJECTIVE**

To obtain a position in which I can develop new skills and utilize existing ones in an environment that promotes professional growth, and to contribute my creativity and hard work towards the success of your company and to the growth of the fast developing field.

## **SKILLS & ATTRIBUTES**

- Proficient communication and interpersonal abilities.
- Well-organized and good at research and problem solving.
- In depth knowledge in MS OFFICE PACKAGE.
- Prominent ability to manage multiple tasks under pressure.

## **EMPLOYMENT HISTORY**

**COMPANY : HAMDAN EXCHANGE LLC**

**Duration : From September 2016 to Till**

**Designation : Branch Manager.**

- BRANCH DAY TO DAY END WORK.
- DAILY SALES REPORT.
- FORIGEN CURRENCY SALE AND PURCHASE.
- CUSTOMER SERVICE for Corporate and RETAIL.
- Staff Handling and training.

**COMPANY : MPHASIS. Unleash The Next, Bangalore.**

**Duration : From June 2014 to July 2016**

**Designation : Transaction Processing Officer, Level-2.**

- Gained valuable experience as a member of the Capital Market Delivery team.
- Responsible for the background verification and collection of various client records using LEXIS-NEXIS, IAPD and FINRA tools.
- Identification and monitoring of suspicious activities.
- Generated reports to make the KYC process more efficient and effective.
- Client on boarding and off boarding.
- Accountable for documenting and reporting the findings then escalate them for reviews.

**COMPANY : LAKSHMI PLASTCIS, Coimbatore.**

**Duration : From March 2011 to March 2014**

**Designation : Accounts Executive.**

- Book Keeping.
- Invoice billing.
- Purchase and sales bill maintaining.
- Passing journal entries and BRS.

**COMPANY : Kosmattam Finance, Coimbatore.**

**Duration : From August 2010 to February 2011**

**Designation : Accounts Executive cum customer care.**

- Book Keeping.
- Invoice billing.
- Purchase and sales bill maintaining.
- Passing journal entries and BRS.
- Customer care.

### **TECHNICAL KNOWLEDGE**

- At ease with the most popular financial research tool, LEXIS-NEXIS.
- Knowledge about KYC process.
- Familiar with the IAPD and FINRA research methods.
- Proficient knowledge in MS Excel and other Office packages.

### **ACADEMIC QUALIFICATION**

Course	Institution	Board / University	Year	Performance (%)
MBA (Hr & Finance)	Hindustan College of Arts & Science, Coimbatore	Bharathiar University	2012	63
B.Com (CA)	CMS College of Science & Commerce, Coimbatore	Bharathiar University	2010	63
XII	SDMHSS, Coimbatore	Tamilnadu State Board	2007	67
X	SDMHSS, Coimbatore	Tamilnadu State Board	2005	55

## **ACHIEVEMENTS**

- Achieved an award as the most promising new comer on August 2014, from Mphasis, Unleash the next.
- Achieved a quarterly award for the month of September 2014 for highest production, Mphasis, Unleash the next.
- Achieved a summit award for the month of August 2015, from Mphasis, Unleash the next.
- Achieved an award as the most productivity and accuracy on February 2016, from Mphasis, Unleash the next.
- Secured the highest rating based on the productivity and accuracy for seven consecutive months.
- Gained the ability to be an excellent and versatile team player.

## **PERSONAL DETAILS**

Date of Birth : 05-03-1990  
Sex : Male  
Marital Status : Married  
Languages Known : English, Hindi, Tamil and Malayalam  
Nationality : Indian  
Passport No. : U0091580  
Date of issue : 05/09/2019  
Date of Expiry : 04/09/2029  
Driving License : Oman - Valid

## **Permanent Address:**

S/o Sankarankutty K V  
Valiya Veedu, Chittannur,  
Vilayancode,  
Kadannappalli,  
Kannur - 670501  
Kerala, India.

## **Declaration**

I hereby solemnly declare that the information provided in the resume is true and accurate to the best of my knowledge and belief.

**SRIRAJ V V**