

# SATHISHKUMAR. V | RESUME

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## OBJECTIVE |

**Obtain** a career opening in an organization that will enable me to **Contribute, Learn** and **Grow up** with the organization.

## ACADEMICS |

Completed **B.COM C. ABDUL HAKEEM COLLEGE** of Arts and Science, Melvisharam, Affiliated to Thiruvallur University (2009- 2012).

Completed **Diploma in Financial Risk Management and AML, IIM**, Visakhapatnam (2024).

## EXTRA CURRICULAR ACITIVITES |

- Certified IRDA professional in Banking Sector
- Certified TALLY ERP 9 + GST professional
- Certified HDCA TALLY ERP professional
- Complete the "HIGHER TYPEWRITING" in English

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## EXPERIENCE

**DBS Bank India Limited**, currently working as Senior Manager (Operations), Vellore Branch | 11<sup>th</sup> sept -23 to till date

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## ROLES AND RESPONSIBILITIES:

- TEAM Handling.
- HANDLING Operation related works.
- RESPONSIBLE for efficiency in operations in critical areas like reconciliation, cash management operations, banking compliance, operation risk monitoring audit etc,
- IMPLEMENTING, strict monitoring mechanism to manage high risk parameters for
- EFFECTIVE AUDIT of compliance AML alert and other statutory compliance's.
- Skilled in adhering to quality and procedural standards as well as KYC norms for all accounts opening procedures; implementing policies that build trust between the bank and its customers.

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**HDFC Bank, worked as Manager (Operations), Ranipet Branch | 5<sup>th</sup> July -22 to 5<sup>th</sup> Sept -23**

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**ROLES AND RESPONSIBILITIES:**

- TEAM Handling.
- HANDLING Operation related works.
- RESOLVING the Customer Queries and Handling cash.
- GUIDING the Customer for Income tax planning.
- HANDLE retail liabilities products and focused Asset lead.
- VISITING the Customer Place.
- AUDITING the ATM.
- Check process.

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**Fincare Small Finance Bank Limited - Arakkonam branch | 05th Dec-2016 to 4th July-2022**

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**ROLES AND RESPONSIBILITIES:**

- HANDLING a team, involved in retail banking operations & sales involving retail client acquisition, clearing, remittance, query, resolution through SIEBEL etc.,
- RESPONSIBLE for developing retail client relationships.
- RESPONSIBLE for efficiency in operations in critical areas like reconciliation, cash management operations, banking compliance, operation risk monitoring audit etc,
- HANDLING reconciliation of clearing, mirror and suspense accounts.
- IMPLEMENTING, strict monitoring mechanism to manage high risk parameters for
- EFFECTIVE AUDIT of compliance AML alert and other statutory compliance's.
- PROMOTING the bank products to customers to achieve the sales targets assigned with the team
- Skilled in adhering to quality and procedural standards as well as KYC norms for all accounts opening procedures; implementing policies that build trust between the bank and its customers.

**ROLES AND RESPONSIBILITIES:**

- Fixing Client appointments
- New Ledger Generation
- ANALYZE Client mind and expectations
- ACHIEVE targets within stipulated time.
- MAINTAIN relationship with existing and new clients.
- REVIEW and MANAGE customer`s investment portfolio.
- GUIDE clients for their income tax planning.

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Retail banking sales channel

**To obtain a Banking Sales position and to contribute to the success of the company.**

- Extensive experience working in prospect business development and customer cross sell marketing.
- Huge knowledge of products and services of the bank
- Deep knowledge of commercial lending policies, procedures, practices and documentation
- Wide knowledge of financial services used by commercial customers
- Ability to execute calculations and approach promising bank`s customers
- Superior communication and interpersonal skills
- Handled request for information on retail products and services.
- Coordinated with customers on account requirements.
- Marketed bank products and programs.
- Managed customer`s questions.

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**PERSONAL INFORMATION**

**Father Name** : **VIJAYAKUMAR.J**  
**Date of Birth** : **17.11.1991**  
**Nationality** : **Indian**  
**Religion** : **Hindu**  
**Gender** : **Male**  
**Marital Status** : **SINGLE**  
**Languages Known** : **English, Tamil**  
**Address** : No.47/26 LF Road,  
Karai Village ,Ranipet  
Walajapet Taluk  
Ranipet District - 632403.  
Mobile No: 9003654908  
sathishkumar\_va@yahoo.com

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**DECLARATION**

I declare that the above information and facts are true and correct to the best of my knowledge and belief.

**Place** : Ranipet  
**Date** :

**Signature**  
**(SATISHKUMAR V)**

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