

RESUME

Mohammed Harun. T

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Carrier Objective:

To be a part of organization's success and gain experience & knowledge.

Academic Background:

Course	School/college	Board/University	Period	Percentage
M.B.A (FINANCE)	MADRAS UNIVERSITY	MADRAS UNIVERSITY	2017-2019	65%
B.C.A	D.G.VAISHNAVA COLLEGE	MADRAS UNIVERSITY	2010-2013	70%
H.S.C	P.A.K. PALANISAMY HR.SEC.SCHOOL	STATE BOARD	2009-2010	75%
S.S.L.C	P.A.K. PALANISAMY HR.SEC.SCHOOL	STATE BOARD	2007-2008	77%

Technical Skills:

- Typing First Class with Distinction (Higher English)
- Microsoft Office

Present Assignment:

Area of Specialization : Operations
Duration : 18th March 2015 – till date
Role : Officer
Work Location : HDB Financial Services Ltd.

RESPONSIBILITIES

- **Job Profiled**

- **Marketing Stationery:**

- Ordering and Coordinating to print the Card's Kit and Related documents.
 - Working with the debit card, credit card and prepaid cards.
 - Making the correction in the documentation with the help of printers.
 - Preparing the MIS of Stationery and sending the Kits to the Proper Destination.
 - Preparation of credit card application forms.
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- **Retrieval Process:**

- Coordinating for archivals of approved and declined applications.
 - Retrieving approved and declined applications (copy/original) from offsite locations within stipulated TAT.
 - Maintaining records of applications stored and retrieved in off-site storage for billing purpose.
 - Reconciliation of the invoice raised by the records management vendors and facilitating processing of payments.
 - Environment: Vision PLUS Mainframes Credit cards.
 - Acquired additional skill in Flex cube software (Used for maintaining the Financial accounts)
 - Acquired good domain knowledge on credit cards
 - Acquired good knowledge in vision plus functionality.

- **Finance:**

- Maintaining the bills of Vendors from Various Units.
 - Reconciliation of the invoice raised by the various vendors and facilitating processing of payments.
 - Preparation of bills with VBMS (Vendor Bills Management System).
 - Forwarding the bills to Finance dept.
 - Tracking the Status of bills with Finance dept.
 - Receipt of Payment and Payment vouchers from Finance dept. and updating in system.
 - Reimbursement of Petty Cash for Staffs. (Finware and Host)
 - Monthly preparing the cheque to postal department for the postal charges.
 - Maintaining the records for the bills sent, Payment received, travel claims, petty cash.
 - MIS & Analyzing.

Personal Details

Name : T. Mohammed Harun

Date of birth : 18/06/1993

Age : 28 yrs.

Father Name : G.THANGAIYAN

Mother Name : T.MALAR

Sex : Male

Nationality : Indian

Languages Known : Tamil & English

Declaration:

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

Yours sincerely,

(T. Mohammed Harun)

Date:

Place: