

Carrier Summary:

Process Executive with more than Five years of experience in Back-end works like MIS, Operations and also maintaining the Vendor bills and payments.

Total Experience	: 6.5 Years
IDFC Mutual Fund	: 2.5 Years
HDFC Bank Private Ltd	: 4 Years

Work Experience

Process Associate – Application Verifications & MIS - Coordinator

IDFC Mutual Fund

November 2017 – March 2020 **2.5 Years**

Description:

- Operation controls like Generating Statement of accounts, Walk in Customers, Back-end Sales with existing investors and distributors and also managing the MIS reports.
- Review all trade requests such as purchase, redemptions, and switch for proper documentation and authorization.
- Raising bills in TNE application, Claiming vendor bills and payments.
- Maintaining mode of communication reports on weekly and monthly basis, Co-ordinate and clarifying the queries through E-Mail, calls and also updating circulars like addendum and SEBI notice in IDFC website.
- Taking care of time stamping in branches, verifying and analyzing the liquid and non - liquid transaction data.
- Visit RTA's (Registrar and Transfer Agent – CAMS) on weekly basis to monitor their work and also to get clarification on the investor related queries and process.
- Process wise verification's like Bank details, Restriction countries, PAN base checking, KYC verification, High value transactions and Minimum amount.

Work Experience

Sale Officer & MIS – Coordinator

HDFC Bank Private Limited

September 2011 – October 2015 **4 Years**

Job Description:

SLI (Sustainable Livelihood Initiative) Microfinance Division of HDFC Bank disburses the loans and supports Self Help Group Customers also they give training in (Financial Literacy Credit Counseling) for each Customer.

Roles and responsibilities

- Consolidating the MIS report for 26 regional Coordinators of Self Help Group Forms from North and South Region
- Back-end Sales with Training quality manager's and Relationship managers
- Handling customer service through Email, calls, walk in customers and admin works like raising the bills and payment of vendors
- Monitoring the dump of delinquency accounts on daily basis and asking the reasons for delay payments from RM and publishing the delinquency mails to all branch RMs and Cluster head and Regional Business head
- Consolidating the MIS from regional Coordinators and publish the report on weekly and monthly basis

Certification of Courses

- Mutual Fund Distributors Exam - NISM Series V-A(2018 – 2021)
- MS Office
- Tally ERP9

Skills

- Tally ERP9
- MS Excel
- MS Word
- MS Power Point

Education Details

Qualification	Institution	University / Board	Year of Completion	Aggregate
MBA – Finance	Loyola college twinning programme (Distance Education)	Pondicherry University	2011- 2013	62%
B.Com – General	Bhaktavatsalam memorial college of Women's	Madras University	2011	71%
Higher Secondary	W.P. A Soundhra Pandiyan Higher Secondary School	Tamil Nadu State-board	2008	81%
SSLC	W.P. A Soundhra Pandiyan Higher Secondary School	Tamil Nadu State-board	2006	60%

Languages: English, Tamil

Declaration:

I do hereby confirm that the information given in this resume is true and correct to the best of my knowledge. In case any error or omission is found at a later date, I shall be liable for the consequence.

Date :

Divya R

Place : Chennai