**Aravind Raj V**

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Nanganallur, Chennai - 600114

**CAREER OBJECTIVE**

To be a part of a challenging team that strives towards the growth of an organization by exploring my potential and providing me with an opportunity to enhance my talent with an intention to be an asset to the company.

**Work Experiences**

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| --- | --- | --- | --- | --- |
| **S.NO** | **Organization** | **Designation** | **Join Date** | **End Date** |
| 1 | DXC Technology [Previously Owned by Global E-Business Operations (Hewlett-Packard) Pvt Ltd] | Finance Associate | Feb 2017 | May  2018 |
| 2 | Citi Bank – CSIPL India | Operation Support Specialist | July 2018 | Till Date |

**PROFESSIONAL SUMMARY OF WORK EXPERIENCES**

**DXC Technology [Previously Owned by Global E-Business Operations (Hewlett-Packard) Pvt Ltd]**

**Designation: Finance Associate**

**Job Description**

* Nature of work: Process invoices and credit note with utmost accuracy and ensure that the invoices are ready for payment before it gets due for payment.
* Workings: Handling of incoming invoices (many variations and types) from arrival to post. Creating PO number for the invoice
* Customer support: Client email handling on queries, reports and answer back with relevant solution or data. Also provide assistance through Chat for client’s end to end transaction.
* Handling of Invoices: Ensuring the query related invoices are followed up on time. De-selection of invoices if required. Manual clearing & Refund clearing.
* Reconciliation and Auditing: Reconciliation of payment report; which displays prior de-selection file v/s post de-selection file. Auditing invoices and Analysing on the valid invoices.
* Responsibilities with due dates and cut-off time: Executing payment runs within bank cut off periods. Ensure the month-end close is completed within the allocated deadline. Ensure that the inflows of documents are processed and meet the SLA requirements.
* Monitoring: Application access testing and access control. Monitoring balances of various accounts and related financial activity.
* Other Responsibilities (report for management): Preparation of MIS like Daily operations report, Quality status report, Resource allocation report, Preparation of weekly conference call etc.
* Vendor detail management: Updating client account details in vendor detail management. Regular Interaction with buyers and suppliers via email and phone to resolve AP queries.

**Citi Bank – CSIPL India (Jun 2018- Till date)**

**Designation: Operation Support Specialist**

**Job Description**

# Nature of work: Maintaining, monitoring, correcting and tracking of checks that are deposited by individual or any financial institution. The checks can be obtained by various means and processing need to completed before or within the cut-off time period.

* Workings: Making sure that the checks are encoded correctly without any errors. Making sure that no fraudulent checks/illegal checks are passed while processing and if we get any, need to notify the branch about the same. Deal with variety of checks and processing them accordingly.
* Other responsibility Updating and keeping track on time to time process updates and sharing the same to the team through presentation.
* Knowledge Sharing: shared information and knowledge based on the certificate courses through presentation.
* Maintaining and preparing reports: Productivity and volume reports and sharing the same to the team and managers.
* Duplicate deduction: Identifying the same checks deposited again and reposting the same for eliminating the double payments or receipts.
* Training the new joiners: Cascading process knowledge to new joiners and training them for the day to day processing (till date three new joiners are been trained)
* Creating day to day MIS Activities and report pulling (Funds from other bank accounts)
* Stops placing to the respective accounts which are meant to be a fraudulent and other reasons.

**Technical Skills**

* Computer Literacy - MS Office (Word/Excel/PowerPoint)
* Type Writing - English (Higher and Lower both)
* Computer Course - Computer basics with Tally Erp.9

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Degree/Grade** | **University/Institution/**  **Board** | **Period Of Study** |
| MBA | Anna University \* | 2018-2020\* |
| B.Com | A.M. Jain College, Madras University | 2013-2016 |
| XII | Prince Matriculation Higher Secondary School | 2013 |
| X | Prince Matriculation Higher Secondary School | 2011 |

**ACTIVITIES**

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* Hosted Citi Gratitude Award show conducted by Citi (NAM Retail operations)
* Completed Credit Services course sponsored by Barclays.
* Participated in General Aptitude and Skill level examination.
* Awarded as Voluntary Blood Donator by Hindu Mission Health Care.

**ACHIEVEMENTS**

* Certified Investment Banking Operations Professional 99% (Imarticus Learning)
* Received Citi Gratuity Award - for maintaining nil errors and supporting the team in completion of volumes smoothly during high volumes.
* Citi Applause - from peers and managers.
* Process Manual Upgrade - helped in preparing process manual for Check Ops and also updated the same after a year.
* Awarded as outstanding demonstration of Customer services & Process excellence. (DXC Tech)
* Awarded as a SPOT performer (DXC Tech)

**Strength**

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* Ability to maintain positive attitude at any point of situation.
* Being loyal to my institution.
* Encouraging peer members with positive vibration.
* Capacity to overcome challenges.
* Excellent grasping power in order to do things perfectly.

**PERSONAL DETAILS**

Name : Aravind Raj V

Date of Birth : 06 - 06 - 1996

Gender : Male

Father’s Name : Venkat Raj S

Nationality : Indian

Languages Known : English and Tamil.

**Declaration:**

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

Aravind Raj V