

RESUME'

JAYASREE PB
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PROFESSIONAL SUMMARY

Accomplished banking professional with over 3.7 years of progressive experience in the finance sector. Possesses great skill in the areas of banking operations, checker clearing operation, KYC process and account opening. Adept at working to efficiently achieve organizational goals in both group and individual environments. Proven ability to thrive in high-pressure environments.

ORGANIZATIONAL EXPERIENCE : 3 Year 7 Months

Wipro, Cochin

Senior Associate (Checker - Clearing Operation)

September 2018 to TILL DATE

Team: Cheque Clearing

- Handling UAE based Banking Operations.
- Authorisation of daily transactions through cheque deposits from various channels like CPC, CCDM, CCS, MCQ etc.
- Handling image based clearing operation – ICCS.
- Expertise in Finacle (Core banking software) end user application - provides universal banking functionality to the banks.
- Knowledge in OmniDocs and Omni Flow.
- Processing Inhouse Cheque Clearing and Outward Cheque Clearing
- Handling 4 Cheque Return process
- Authorisation of all ATM processing related entries in Finacle
- Maintaining quality and handling customer queries and ensuring closure of all the requests within the defined TAT.

Royal Bank of Scotland, Chennai

Process Analyst

March 2016 - August 2017

Team: Account Opening

- Expertise in the KYC process.
- Ensuring the customer is benefited and the account is opened within the TAT.
- Skilled in CAO tool And Image & Workflow
- Skilled in Auto Docs and Digi Doc.
- Handling the customer requests/queries and responding promptly.
- Ensuring delivery of the assigned tasks always within the time and quality parameters.

ACADEMIC CREDENTIALS

Course & Specialisation	University / Board	Year	Percentage
MBA Finance&Marketing	Calicut University	2015	70%
BSc Zoology	Calicut University	2012	84%
HSC Science	State Board	2009	70%
SSLC	State Board	2007	90%

TRAINING UNDERGONE

- UAE Banking Process by Stratadigm.
- Fraud Awareness and Anit-Money Laundering.
- Business Writing and Team Dynamics.
- Super specialization course in professional selling and capital market.
- OBT at Natraj Gurukul, Bangalore.

AWARDS AND ACHIEVEMENTS

- Bronze ovation under reward and recognition.
- Spot ovation under reward and recognition.

INTERESTS

- Numericals
- Solving puzzles and Rubics cube
- Social networking

TECHNICAL SKILLS

- MS Office suite (MS Excel, MS Word, MS Power point), Multimedia.
- Core Banking Software – Finacle
- ICCS – Image Cheque Clearing System
- OmniDocs and Omni flow
- CAO tool And Image & Workflow
- Auto Docs and Digi Doc

PERSONAL DETAILS

Gender : Female
Date of Birth : 07-06-1992
Nationality : Indian
Marital Status : Unmarried
Name of Father : Balan PS
Languages Known : English, Malayalam, Tamil, Hindi.

DECLARATION

I (JAYASREE PB) hereby declare that the above mentioned particulars are true to the best of my knowledge.

Place :

Date :

Your's sincerely

(JAYASREE PB)