

VINNY RAJEEV

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Valiyapadam, Palakkad

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Career Objective

A position that gives me opportunity to capitalize on all facets of my talent, thereby helping me in maximizing my contribution to the organization and personal growth.

Work experience in India:

Job Title : **Credit processing Councilor cum Tele caller**

Organization : **ICICI Bank, Palakkad, Kerala, India** .

Period : **Sep 2006 to Nov 2007**

Job Description:

- Worked as a Credit processing councilor and Tele caller in **ICICI BANK** car loan section
- Document verification for new customers as per company standard procedures.
- Making customers aware of the innovative plans and schemes of the company.
- Interacting with customers and helping them from the login stage.
- Making the customer feel most comfortable by providing the right ambience and excellent service.
- Coordinating with the sales team.
- Calculation of monthly installment with variation of bank rate.
- PDC maintenance
- Maintenance of Customer related files.

Work Experience in UAE:

Organization: UAE EXCHANGE CENTRE LLC

Joined -April /2008

2008-2018 (Deira Main Branch)

- Started working in enquiry section (monitoring CMS , daily assigning the enquiry mails ,telephone calls)
- Cross selling products and services.
- National bond , Mashreq millionaire and FGB transaction (courier in charge of applications)
- Account opening , TC purchase
- Old Double payment claims -monitoring, segregated and sorted for write off

2009-2018 -Supervisor and Corporate desk in charge.

Profile -

- Attending customers and processing the corporate and individual high value transfers
- Handled all the supervisory duties
- Handled all remittance related AML issues and queries.
- Handled corporate new registrations and booklet dispatch procedures and maintain the master file for new registrations, data of corporate customers.
- Handled same day value transfers and evening funding
- Handled key account customers, salary bulk upload of prime project and ecolog international companies.
- Handled accounts, smart pay, same day value.
- HO Draft tallying and maintaining the registers with delivery notes.

Current:

Position - Supervisor in Nesto Ajman branch

Period -October 2018 Up to present

Duties:

- Customer registration reports tallying
- High value transaction reports checking and verification (xmsend/xmrecieve, fc, bank transfers)
- Handling corporate transfers and WPS transactions
- Unfix currency monitoring
- Handling funding in charge
- Accounts verifying (cheque release, short recoveries, party accounts tallying)
- AML related mails replying.

Educational Qualification:

Graduate in Mathematics (Calicut University, Kerala, India-2002)

Computer Courses - Java, Tally, Oracle & O-level

Skills and Strengths:

- | | | |
|------------|---|---|
| ➤ Computer | - | Microsoft Word, Excel and Internet |
| ➤ Others | - | Sincerity & Dedication in work |
| | | Good Interpersonal Skill |

Personal Information:

- Gender: Female
- Date of birth: 14.11.1980
- Hobbies: Baking, Cooking, Listening to music etc
- Languages known: English, Malayalam, Hindi, Tamil
- Address: "Syamala Nilayam", Valiyapadam, Palakkad, Kerala-678005

I certify the details give above are true and correct, and in the event of being blessed with an opportunity to prove my ability and output, shall be deeply obliged to render my services diligently and loyally to the organization.

Vinny Rajeev