

PREM ALAGU RAJ D

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CAREER OBJECTIVE

To be associated with the progressive organization which provides an environment conducive to continuous learning and provides exposure to new technologies and innovative ideas, where my skills would be utilized to the fullest potential, thereby achieving personal and professional growth along with the organization.

WORK EXPERIENCE – 11 YEARS

TAMILNAD MERCANTILE BANK LTD., INDIA (Oct'11 to Oct'22)

a. Assistant Manager – (Jan'15 to Oct'22): -

- Assisted the branch manager in daily operations including customer service, cash management, staff supervision, preparation and submission of various banking reports including daily cash reconciliation and monthly audit reports.
- Oversaw daily branch operations, ensuring smooth functioning and adherence to banking policies, procedures, regulatory guidelines and monitored branch performance and key performance indicators (KPIs), identifying areas for improvement and implement corrective actions to achieve and exceed targets.
- Managed daily cash operations including cash reconciliation, balancing, verification and cash vault operations ensuring accuracy, security and compliance with cash handling policies.
- Conducted thorough verification and due diligence for new account openings and KYC compliance, ensuring regulatory compliance and monitored account activities, identified irregularities and reported suspicious transactions to the appropriate authorities.
- Efficiently process and settle customer claims related to various banking products and services by providing timely updates to customers on the status of their claims, expedite the process whenever required and settle claims within the prescribed time period as per RBI guidelines.
- Conducted regular audits and implement robust internal controls to mitigate operational risks and ensure compliance with regulatory requirements and internal policies.
- Maintaining strong relationships with customers, addressing their concerns, providing personalized banking solutions and resolve customer complaints in a timely and professional manner ensuring customer satisfaction and retention.

b. Clerk – (Oct'11 to Dec'14): -

- Assisted customers with various banking transactions/services including deposits, withdrawals, funds transfer, account enquiries, statement enquiries and other general banking inquiries.
- Conduct thorough verification and validation of customer identification, account details and transactional documents, maintaining a high level of security and compliance.
- Managed cash transactions including counting, balancing, reconciling the cash drawer and processed cheque/DD's transactions, account opening/closure requests.
- Handled various administrative tasks such as filing documents, preparing reports, maintaining office supplies and maintained accurate/up-to-date records of transactions, ensuring compliance with banking regulations.
- Conducted end-of-day settlement procedures, ensuring proper closing and security protocols were followed to safeguard cash and valuables.
- Contributed to achieving business targets including cross-selling banking products, meeting customer acquisition goals and promoting digital banking services.

SKILLS - SAP S/4HANA FICO

General Ledger Accounts

- Defining organizational elements like company code, business area
- Chart of accounts, account & fiscal year variant, posting period variants, tolerance groups, country specific & group, operational and foreign currency valuation.
- Creating and maintaining master records and open item management
- Holding & parked documents, sample and reversal of documents.

Accounts receivable & Accounts Payable

- Creating & maintaining AP/AR master records and tolerance groups for AP/AR accounts.
- Vendor & customer transactions with down payments using special G/L transactions.
- Defining house bank check lots and assignment of house bank to vendor master.
- Setup automatic payments program to vendor & payment terms and payment method.
- Dunning procedure, assignment in the customer master and execution of dunning program.
- Extended withholding (TDS) and creation of tax codes.

Asset Accounting

- Chart of depreciation & depreciation areas, account determination and asset classes.
- Creating main asset master & sub-asset master.
- Integrate asset management with general ledger accounting.

Controlling

- Creating cost center, cost center groups and standard hierarchy.
- Creating primary and secondary cost elements.
- Creation of automatic cost elements in G/L master record.
- Configuring and customizing the cost elements and creation of cost element group.

Integration

MM module and SD module to FI and CO module.

SKILLS - BANKING

- Cash receipts/payments/balancing/reconciliation
- Internal/Inter-bank/WUMT/SWIFT Funds Transfer
- KYC/AML/CDD/Periodical review/Transaction monitoring
- Customer profile/Accounts – creation/authorization/closure
- Dormant/DEAF/Death claim accounts – activation/settlement
- ATM/CDM/ADWM & Safe/Vault management
- Internal/External bank audit – Rectification/Compliance
- Report generation, Documentation & Record keeping
- Loan underwriting and Credit analysis
- Loan disbursements and Credit recovery
- Ticket escalation system – Query collection, Escalation, Follow-up & Resolve

CERTIFICATIONS/TOOLS USED

- SAP Certified Application Associate – SAP S/4HANA for Financial Accounting Associates (SAP S/4HANA 2020)
- Diploma in Banking
- Tally 9.0
- SAP S/4HANA FICO module
- Finacle core banking solution (Finacle 7&10X)
- MS-Word, MS-Excel & MS-Power point

EDUCATION QUALIFICATION

MBA in Finance & Human Resource Management

- Noorul Islam College of Engineering, Kanyakumari, India.
(Affiliated to Anna University of Technology Tirunelveli)
- Graduated in 2010 with 67%

Bachelor of Commerce (BCom)

- The American College, Madurai, India.
(Affiliated to Madurai Kamaraj University)
- Graduated in 2008 with 62 %