


JAISON MORAS



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PERSONAL INFORMATION

Date of Birth: 19th August. 1995

Passport#: S4834668

Marital Status: Single

Nationality: Indian

Visa Status: Visit Visa

Valid Till: 22/01/2024

Languages: English, Hindi, Kannada, Konkani

SOFT SKILLS

- Good communication skills.
- Can work with minimum supervision and under pressure.
- Team spirit and positive attitude

STRENGTHS

- Responsible
- Hard working
- Motivated
- Organized

EXECUTIVE PROFILE:

- A result-driven professional with Master in Commerce offering 5 years of career in Accounts & Finance Operations.
- Proficient in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts.
- Experienced in establishing & managing the financial policies & procedures while managing entire project operations including accounts, finance and taxation activities including liaising and coordinating with govt. agencies.
- Effective in steering overall accounting operations, taxation, and audit, implementing complex business processes and operational improvements, improving productivity and efficiency.
- Excellent communication & interpersonal skills with strong analytical, team building, problem-solving and organizational skills.

TECHNICAL EXPERTISE:

- Windows Operating System.
- Tally ERP and RealSoft Inc.
- MS Office Tools like Word, Excel, Outlook and Power Point.

CAREER PROFILE AND EXPERIENCE:

St. Milagres Credit Souhardha Co-Operative Bank, Mangalore, India

Job Title – Branch Manager

(Nov-2019 to 31st Aug 2023)

- Delegating of Accounting Responsibilities among the employees, training them, setting strategy and monitoring progress towards goals.
- Establishing Company's Financial and Accounting Procedures after consulting with Management and Chartered Accountants according to the RBI regulations.
- Ensuring proper and timely completion of month end and year end reports.
- Examine financial accounts to look for any fraud or mistake that the systems of control are in the right place.
- Taking part in reconciliation and audits as necessary.

- Documenting the branch details like deposit information, sales and lending data, services and feedback, errors and differences in deposits and success in marketing, and presenting to the higher Authorities.
- Attend meetings with customers to address their concerns, solve the problems and provide answer theirqueries.
- Handling the Operations of the Branch and smooth functioning of the ATM.

**Job Title – Junior Assistant Manager
(July 2018 to Nov 2019)**

- Verifying and analysing documents provided by the customers.
- Maintaining Reconciliation Statements.
- Assisting in handling Deposits and calculating the interest thereof.
- Assisting in Payments, handling forex and Western Union, co - ordinating with international exchange houses.
- Assist with reviewing of day to day expenses and processing necessary entries.
- Payroll processing - Collecting, calculating, and entering data to maintain and update payroll information.
- Assisting in the Audit and Finalization of Balance Sheets, income statements and other financial statements according to legal and company accounting and financial Guidelines.

EDUCATION & CREDENTIALS

- **Master of Commerce** from Pompei College Aikalain 2018
- **Bachelor of Commerce** from Pompei College Aikala in 2016
- Participated in the UGC sponsored National Conference on Digital India, prospering India and presented paper titled **“Demonetization and Its Impact on Digital Banking.”**
- Participated in the UGC sponsored National Conference on Envision India – Emerging Issuesand Challenges and presented paper titled **“Impact of Green Banking and Digitalization.**

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

Jaison Moras

[Reference on request](#)