

# CURRICULUM VITAE



**DARAVENI MADHUKAR**

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## CAREER OBJECTIVE

To build career in a highly reputed corporate environment along with committed and dedicated people, which will ameliorate my knowledge and helps me to become a holistic personality by contributing to the organization.

## EMPLOYMENT DETAILS-DUBAI

- ❖ Working as an **Accountant** at Global Impact Cleaning Services Co LLC from **04.02.2023 to till Date**.

## JOB PROFILE

- Reconciled accounts and reviewed expense data, net worth, and assets.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Gathered financial information, prepared documents, and closed books.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.
- Prepared and filed tax forms to meet needs of customers.
- Built human resource organization and aligned people and culture with corporate strategic priorities and operations.
- Educated employees on company policy and kept employee handbook current.
- Handled day-to-day accounting processes to drive financial accuracy.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Collected and reported monthly expense variances and explanations.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Prepared working papers, reports and supporting documentation for audit findings.
- Aided colleagues, managers, and customers through regular communication and assistance.
- Prepared agendas and took notes at meetings to archive proceedings.
- Screened and transferred incoming calls, took down messages, and transmitted information and documents to internal personnel.
- Drafted and distributed invoices for outstanding payments.
- Managed daily payment processing and drafted related financial documents.
- Managed team petty cash, purchase orders and account transactions.
- Set priorities and problem-solved workflow issues to maintain rapport with customers and managers.
- Processed purchase orders, service contracts and financial reports.
- Computerized office activities, maintained customer communications, and tracked records through delivery.
- Entered and maintained departmental records in company database.
- Generated reports to suggest corrective actions and process improvements.
- Maintained personnel records and updated internal databases to support document management.

## EMPLOYMENT DETAILS-INDIA

- ❖ From Aug 2020 to Feb 2022 with IDFC FIRST Bank Ltd., Gachibowli Br. as a Teller.
- ❖ From Sep 2018 to Sep 2019 with YES Bank Ltd., Mehdiapatnam Br. as Branch Service Partner.
- ❖ From Jun 2018 to Aug 2018 with INDUSIND Bank Ltd., Gachibowli Br. as Service Delivery Manager.
- ❖ From July 2014 to May 2018 with HDFC Bank Ltd., Gachibowli Br. as a Teller.

## JOB PROFILE

- Highly skilled in cashing checks, accepting deposits and loan payments, processing withdrawals, NEFT/RTGS, DD/MC.
- Identifying damaged, mutilated, altered and counterfeit notes.
- In depth knowledge of examining instruments verification purposes.
- Discussing electronic money transfer options with customers.
- Responsible for Cash Remittance to Currency Chest.
- Performing clerical and administrative duties.
- Maintaining EOD cash position and Instrument issued registers etc.
- Following bank procedures when performing transactions.
- Controlling and monitoring the levels of cash in the teller drawer and following all check cashing and cash handling procedures. Perform responsibilities of filling cash orders for other tellers which include counting, sorting, and maintaining daily requirements to operate teller windows.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Transferred data and documents to facilitate system migration and software updates.
- Dealing tactfully and efficiently with demanding customers.
- Adhering to all bank security, audit, and compliance requirements.
- Reporting any suspicious customer activity to bank managers.
- Accurately receiving, counting and distributing cash.
- Writing reports and correspondence on matters related to customer accounts.
- Take care of all Retail Foreign Exchange Transactions-Outward Remittances, Inward Remittance, foreign currencies deposits, issuance and foreign currencies deposits under LRS process.
- Check the all forex transaction under Banned List.
- Handling **ENHANCE DUE DELIGENCE verifications** for AML suspected accounts for our branch.
- Handle **INTERNAL Audit and Concurrent Audit** with Outstanding performance with a key role in the major part like Deliverables, Cash Front Desk.
- Responsible for acceptance, scrutiny, verification of KYC and other documents for account opening under different products of CASA/FD per RBI guidelines and circulars
- Processing the salary credits to corporate employees.

- Conducting review on source of funds while processing large cash transactions.
- Strictly follow the KYC, AML norms before processing high value cheque.
- Head for entire Teller area operations in the branch, Custodian of branch keys.
- Monitoring and reconciling all the GL and Payable accounts on daily basis and verifying all the entries.
- Monitoring of transactions in newly opened accounts And Reporting suspicious transaction to FCU (Fraud Containment Unit).
- Preparing the weekly and biweekly report with regard to Dormant account opening and tracking the MAB balances with regard to HNI clients (PEP).
- Process and revert to authority in Legal Notice received at the branch.
- Managing the Enhanced Relationship Value (ERV).
- Ensuring that highest service standards are maintained for servicing of clients and building & maintaining healthy business relations with clients for cross-selling various products.

## EDUCATIONAL DETAILS

- **BSC Computers** from **Satavaha University**, Metpally (INDIA) in **2013**.
- **INTERMEDIATE** from Sri C V Raman Jr. College, Karimnagar (INDIA) in **2010**.
- **SSC** from Sri Vani Nike Than High School, Metpally (INDIA) in **2008**.

## TECHNICAL SKILLS

- Packages : MS Office.
- Operating System : Windows Family.
- Tools/Platforms : Flexcube, Finacle, CRM Next.

## STRENGTHS

- Can able to lead and work along with the team.
- Am flexible, adaptable and quick learner.
- Can build and maintain good relationship.
- Have great propensity to learn new things.
- Have a professional attitude.

## PERSONAL PROFILE

Father's Name : Mr. Daraveni Satyanarayana (Late)  
 Date of Birth : 16<sup>th</sup> Aug 1993.  
 Gender : Male.  
 Language Known : Telugu, English, Hindi.  
 Marital Status : Married.  
 Passport Number : Z4031243.  
 Visa Status : Employment Visa.( **If get any offer then Ready to Cancel**)

## DECLARATION:

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Date:  
 Place: Dubai.

DARAVENI MADHUKAR