

Yellore Raghavendra Rao

E-mail: raghavayellore0788@gmail.com

Mobile No: +91-9676744320

Current Location: Udupi, Karnataka

Preferred Location: Bangalore

Profile Snapshot:

Dedicated and detail-oriented Senior Administrator and Deputy Manager with 7 years of proven experience in efficiently managing administrative operations at site level and managing backend operations. Skilled in coordinating with cross-functional teams, ensuring compliance with company policies, maintaining accurate documentation, and supporting smooth site operations. Demonstrates strong problem-solving abilities, excellent communication skills, and a proactive approach to resolving on-ground challenges. Adept at handling vendor management, resource planning, site logistics, staff coordination, and documentation with a high level of accuracy and professionalism

Previous Experience:

- Worked as Senior Admin in Shoba Limited, Hyderabad from 04.12.2023 to 29.04.2025
- Worked as Deputy Manager —1 in ICICI Bank Ltd, Hyderabad with 6 years of experience from 06.01.2016 to 22.06.2022

Educational Qualifications:

- B. Com from Avanthi Degree College, Hyderabad in the year 2011
- Intermediate from Guntur Vikas Junior College, Hyderabad in the year 2008
- SSC from Maharaja High School in the year 2006

Areas of expertise:

- Adaptable to Team Work Skills & Customer service skill
- Strong time management skills and Ability to work varying shifts
- Staff Meetings, Report development, Security systems & Meeting planning
- Phone etiquette, Learning agility: Quick learner
- Tolerance: Stress tolerance, Critical thinking: Decision making skills
- Flexibility, Adaptability, Having good knowledge in Computer Skills
- Strong Work Ethic, Honesty, Integrity, Punctuality & excellent listening skills
- Excellent relationship-building, verbal and written communication skills with the ability to communicate effectively and professionally with all staff management and clients
- Detail- oriented and possesses strong interpersonal organizational and time management skills
- Flexible and hard working with the drive to succeed
- Adapt encouraging more business through meaningful engagement and a commitment to managing guest and client relations
- Committed to maintaining a positive to ensure smooth operations

Job Roles and Responsibilities:

- Prepare travel expense details for field employees and process hotel bills and initiate payments
- Release salary to field employees based on the report and collect bank account details and coordinate with the field employees to open a new account
- Managing account records, issuing invoices, handling payments and updating financial spreadsheets and reports with the latest available data
- Providing assistance with payroll administration. monitor contracts, process billing, keep track of documents, arrange project schedules, supervise workers, and check in with clients
- Site maintenance and interact with all vendors, attendance tracking of all vendors, security and all staff employees
- Provides tasks such as typing, filing, copying, transmitting data, ordering office supplies, scheduling appointments, booking travel arrangements and answering phones
- Act as the point of contact between executives and internal/external stakeholders
- Prepare reports, presentations, and other documents for the executives as required ■ Keeping track of inventory and ordering supplies
- Maintaining financial, employee, and client records and drafting and mailing customer correspondence and newsletters

- Handling accounts opening tab and making and verification of transactions, handling outward and inward clearing transactions
- Making arrangements of client visits and greeting and welcoming clients, customers and visitors courteously and professionally
- Verifying transactions above 1 crore and Dmart operations
- Preparing the labor contract bills and making the arrangements of the client visits
- opening tab and making and verification of transactions and handing branch banking users as well
- Handling HR department like talking to applicants and scheduling interviews accordingly
- Handling Dmart process both making and verifications, bills payable and stock register
- Creating a positive work environment and Mail management
- Purchase order creation and petty cash expenses maintenance and bills of material creation
- Proficiency in using accounting software and MS Excel
- Attention to detail and accuracy in data entry and record-keeping
- Working with spreadsheets, handing sales and purchase ledgers and journals
- Recording the purchase liabilities in books on daily basis
- Calculating and checking to make sure vendors and others payments & Receipts updating in books on daily basis
- Sorting out incoming and outgoing daily post and answering any queries
- Preparing & recording petty cash transactions in books on daily basis
- Controlling credit and chasing debt and reconciling bank books on daily basis & Ledgers of Creditors & Debtors on weekly basis
- Assist with various administrative tasks, such as data entry, filing, and record keeping
- Handle queries and provide information as needed. Answer, screen, and forward incoming phone calls
- Manage and coordinate schedules, appointments, and meetings for staff
- Maintain and update appointment calendars
- Address and resolve customer inquiries and complaints in a timely and professional manner
- Assist in organizing and coordinating company events and meetings
- Monitor office supplies and place orders when necessary
- Keep updated records and files and monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)
- Ensure all operations comply with RBI guidelines, internal policies, and KYC regulations
- Monitor and mitigate operational risks by conducting periodic checks and audits
- Address internal and external audit findings and implement corrective actions
- Ensure smooth processing of day-to-day banking transactions such as fund transfers, account openings/closures, cheque clearing, and loan disbursements
- Reconciliation of accounts, inward/outward remittances, and handling of RTGS/NEFT transactions
- Maintain accuracy in data entry and system updates for customer and internal records
- Prepare daily, weekly, and monthly reports related to transactions, reconciliation, and operations performance
- Maintain accurate documentation for audits and compliance checks
- Support management with operational dashboards and data analytics
- Support front-line staff and relationship managers in resolving transaction-related queries
- Handle escalations, service requests, and documentation follow-ups efficiently
- Ensure timely response to customer requirements while maintaining high service quality standards
- Liaise with various departments like IT, Compliance, Treasury, and Legal for seamless operations
- Train and guide junior team members on SOPs and banking systems
- Coordinate with vendors for outsourced activities such as courier services, printing, and logistics