

MAHIMA R

Contact: mahimajaya16@gmail.com , 9444059948,7397476670

Address: 4/7B2,Chokkarasanapalli village,Bagalur post, Hosur-635103

Date of Birth: 16-07-1991

Details: Female/Indian/Married

Language: English, Tamil,Telugu & Kannada, Malayalam

Career Objective:

To secure a challenging role in accounts department where I can leverage my experience and knowledge to design, develop, improve systems and enhance my experience through continuous learning and teamwork.

Skills:

- Cash Handling
- Administering payroll
- Operations management
- Daily ledgers
- Customer relationship Management

Work Experience:

DBS Bank India Limited, Hosur (7 years)

May 2016 - Present

Designation:

 Cashier, Operational executive.

- Expertise in back-office operations: The professional has extensive experience in handling various back-office tasks critical to smooth banking operations.
- Proficiency in Oracle: The individual possesses strong skills in working with Oracle databases and applications, ensuring efficient data management and processing.
- Advanced MS Office skills: Proficient in using Microsoft Office suite, particularly Excel, Word, and PowerPoint, for data analysis, reporting, and documentation.
- Cash handling expertise: The professional has a proven track record of managing cash transactions accurately, maintaining cash drawers, and ensuring compliance with banking procedures.
- Pinnacle system knowledge: Familiarity with Pinnacle, a popular banking software, allows the professional to streamline banking processes and enhance productivity.
- Transaction processing: The individual excels in processing various banking transactions, such as deposits, withdrawals, fund transfers, and account reconciliations.
- Customer service: The banking operations professional prioritizes customer satisfaction, resolving inquiries, and providing exceptional service to clients.

- Compliance and security: Adhering to banking regulations and security protocols is a core responsibility to safeguard customer data and prevent fraudulent activities.
- Problem-solving abilities: The professional demonstrates strong analytical skills to identify and resolve operational issues efficiently.
- Team leadership: With 7 years of experience, the individual may have developed leadership skills, managing teams and coordinating tasks effectively for smooth banking operations.

Tools:

- Finnacle
- Oracle
- MS-Office

Industrial Exposure:

- Inplant training in Ashok Leyland unit-1,Hosur, May 2013.

Achievements:

- Topped at Tamil subject in higher secondary at Maharishi Vidya Mandir School, 2008.
- A steady stream of achievements by winning essay competitions regularly in higher and secondary level.
- Demonstrates exceptional teamwork skills, fostering a collaborative environment to achieve shared objectives effectively.
- Consistently meets and exceeds targets, displaying a strong commitment to timely task completion and goal achievement.
- Actively engages in office events, contributing to a positive work culture and team spirit.
- Takes the lead in organizing successful office events, showcasing adept event management and leadership capabilities.

Education Qualifications:

- Postgraduate Diploma in Logistic Specialization 92 percent at GRD college, Cimbatore (Jun-2011 to May-2013).
- Bachelor's degree in Bcom Computer Applications with 90 percent at GRD, Coimbatore (Aug-2008 to May-2011).
- HSC with 92.8 percent at Maharishi Vidya Mandir ,Higher Secondary School, Hosur (Apr 2007 – 2008)
- SSLC with 62 percent at Maharishi Vidya Mandir , Hosur (Apr 2005 - 2006).

Declaration:

I hereby declare the details furnished above are true to best of my knowledge and belief.

Place:

Date:

Signature

(Mahima R)