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**ANU KRISHNAHARI**

**Residential address**: Flat 12, Building 829 A,

 Road 421, Block 304,

 Manama, Kingdom of Bahrain

**Contact details:** 35077080

**Email address**: anuaish14@gmail.com

**MBA with 5 years of experience in Banking Operations/ Financial Services**

**Career Objective:**

Being into banking operations for about 5 years in a major banking institution like The Federal Bank Ltd, I have gathered potential knowledge in different areas of banking operations such as account services, cheque clearing, transaction processing, cash dealings, custodian services etc.

In a lookout for a challenging and rewarding opportunity in an organization, wherein I could get more exposure on my career and I can utilize my skills and knowledge which will contribute towards organization’s growth.

**Target position:** Bank clerk/ Associate/ Officer in banking operations

**Target industry**: Retail banking/ Investment banking/ Back office operations/Trading companies

 and Foreign exchange firms

**Professional experience**

**MODERN EXCHANGE COMPANY B.S.C Dec-2018- Nov 2019**

**Department : OPERATIONS**

**Designation : Operations Assistant**

**Job Profile :**

* Resolving financial queries and complaints arising from all branchesacross Bahrain.
* Researches and resolves issues and ensures financial reports are updated, timely, appropriately and accurately.
* Assist in the development of new working practices for the Operations Team.
* Performs accurate record set-up and data entry that supports internal auditing process.
* Communicating with financial institutions/Banks in resolving financial issues arising from all branches across Bahrain.
* Administrative support for Operations in reporting daily financial positions to the top management.

**THE FEDERAL BANK LTD: Dec 2012 – June 2016**

**Department**: General Banking Services

**Designation:** Bank Clerk cum Cashier

**Job profile:** **Account Opening & Maintenance**

* To ensure all required docs are available prior to opening accounts
* To image the customer and his signature correctly with the appropriate signing instructions

**Cash transactions**

* Receiving cash from customers and accounting it
* Making payments to customers by accepting cheque

**Account Transactions**

* Process cashless transactions from one account to another
* Process salary account transactions of Govt companies like KSFE, KSEB, LIC etc

**Gold Pledging**

* Pledging gold as per the customer request within the banking norms
* Opening gold loan accounts

**Investment Operations**

* Open and close investment accounts for the existing Federal bank customers
* Process entries for subscription and redemption in customers’ accounts

 **Clearing Cheques& Processing Post Dated Cheques**

* Ensure inward/outward clearing cheque images are technically verified and authorized
* Prepare letters to be sent to customers whose cheques have been returned due to lack of funds

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **MBA**(2011) | Finance& HR | STC, Pollachi | 70% |
| **B. COM**(2009) | Computer Application | VLB, Coimbatore | 70% |
| **PLUS TWO**(2006) | Commerce | PMG, Palakkad | 76% |
| **SSLC**(2004) | Kerala state board | St. Thomas convent, Palakkad | 74% |

**Software Skills**

* MS Office
* SQL
* Visual Basic

**Personal Information**

**Date of Birth:** 14-02-1988

**Nationality:** Indian

**Marital Status:** Married

**Languages known**: English, Malayalam, Tamil, Hindi

**Reference**

 Vivek J P

 Assistant Manager

 The Federal Bank Ltd

 Mannarkkad, Palakkad, Kerala

 0091 9562840834

**Declaration**

I declare that the details above are correct and true to the best of my knowledge and I hold the responsibility for the correctness of the above mentioned particulars

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**ANU KRISHNAHARI**