

Jeffery Thomas Varghese
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Objective

Looking for a competitive and professional nature of work, which would allow me to showcase my ability and competence. To continuously update my skills and perform the best in a growth-oriented organization.

Strengths

- Willingness to learn and take up challenge.
- Have sense of ethics.
- Ability to produce successful results.
- Good communication skills and personality.
- Willingness to take up added responsibility
- Hard working and self-confident.

Ambition

To fulfil my duties as required by my management and try my best to impart any new ideas that can be helpful for the betterment of my Organization in the long run and to keep the ideology of the company to myself; so as to keep the good reputation of my Organization in the good will of the general public.

To be successful by achieving my objectives, and perform better to learn a new thing every passing day. Strive hard in times of trouble and share even the simplest of happiness around.

Fields of Interest

International Business and the Banking sector. Different changes in modern International Business, ways to negotiate the current trends in markets and capture the best so that it can be utilized for a better prospect. Coordination of the Banking Sector in International Business. Accounting and the benefits of banks in the modern business and as an accounting unit the importance of co-ordination of all the three sectors to create a hassle free environment for potential prospects.

Professional Organizations

Al Hassanain BSC Closed (14th June, 2016 – 15th March 2020)

Working as an Accountant

Banks:

- Coordinate with Banks for funds transfer, foreign exchange, payments, Letter of Credit negotiation and establishing Letter of Credit, bill discounting and cancellation.
- Fund Management.

Payables:

- Based on approved payment vouchers, prepare cheques for advance payments and booked invoice payments. Processing of foreign payments.
- Establishing Letter of Credit, Bank guarantees and Amendments.
- Maintaining the Bank commitment file, Foreign Payment file and Local creditor Files.
- ✓ Monthly budgeting and forecasting of receivables, payables and bank commitments.
- ✓ Co-ordinate with project sites regarding receivables, materials required on site on day to day basis, attendance of employees during salary date.
- ✓ Co-ordinate with the purchase department for payables and site requirements, employee welfare.
- ✓ Prepare weekly and monthly reports as required by the management.
- ✓ Arrange for office supplies as required in the main office (stationeries and printer related items).
- ✓ Making entries in Tally ERP on daily basis.

Behzad Group- Elames Trading & Contracting {June 08th, 2008- May 2016}

Bank Coordinator

Receivables:

- Prepare Invoice for Export LC negotiation.
- Negotiating the Export Letter of Credit on due date with required documents and statements as mentioned in the LC terms and conditions.

Banks:

- Coordinate with Banks for funds transfer, foreign exchange, payments, Letter of Credit negotiation and establishing Letter Of Credit.

- Collection: Receive the daily collection summary from the cashier and verify the transactions recorded in the summary sheet along with the receipts summary in the Microsoft GP System.
- Preparing deposit slips and hand over to the bill collector for depositing.
- Receive the bank stamped deposit slips and post the collection and deposit details in the GP System.
- Fund Management.

Payables:

- Based on approved payment vouchers, prepare cheques for advance payments and booked invoice payments. Processing of foreign payments.
- Establishing Letter of Credit, Bank guarantees and Amendments.
- Maintaining the Bank commitment file, Foreign Payment file and Local creditor Files.

Reporting to: Finance Manager / Financial Controller

ICICI Bank Ltd India

(a) As Phone Banking Officer (04/01/06 – 31/08/06) (Credit Card Process)

- Attend to customer queries and provide solution.
- Processing of customer requests and collection of outstanding dues.

Reporting to: Team Leader / Team Manager

(b) As Customer Service Manager {Merchant Services (01/09/2006 – 31/04/2008)}

- Pioneered in setting up Merchant Acquiring customer service of ICICI Bank in Mumbai, India.
- Provide solution and attend queries of merchants in high risk scenario.
- Co-ordinate with the sales team for merchant solutions and requirements.
- Co-ordinate with higher management in solving merchant problems.
- Provide training to officers and keep them updated on new processes and changes in Merchant Acquiring.
- Provide feedback on performance of officers, to make them more professional and built in them the ability to be the best in the field.
- Field visits at merchant establishments for query solution and feed backs.

Reporting to: Team Manager

Education

- 1) MBA in International Business - Annamalai University
- 2) Diploma in Export/Import Management - Indian Merchant's Chamber/Mumbai.

- 3) Degree in Economics - Madurai Kamaraj University/ St. Francis' College, Mumbai.
- 4) PRE-Degree in Arts - Mahatma Gandhi University/ S.B College, Kerala.
- 5) SSC - Maharashtra Education Board/ Don Bosco High School, Mumbai

Computer Proficiency

- MS Dos, Windows 95/98/2000/XP
- MS Office Excel / Word / Presentation / Picture Manager.
- MS Dynamics ERP Software / Tally ERP.

Personal Details

Date of Birth: April 27th, 1979.

Nationality: Indian

Address as in Passport: Kuttiyil House, Njalikonam, Eanikkara Karakulam (P O), Trivandrum

Current Address in India: Kuttiyil House, Njalikonam, Eanikkara Karakulam (P O), Trivandrum

Languages Known: English (Expert) / Hindi (Expert) / Malayalam (Expert) / Marathi (Expert).

All details provided above are true.

If any references are required, it will be provided on request.

Jeffvarghese

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