

NAGA JYOTHI KANAKA

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Career Objective:

To work for a professionally managed company, which offers challenges and to achieve the objectives of work taken in tune with the goals of organization through determination & perseverance and implement my creative ideas for the growth of the organization and as well as individual development.

Previos Experience:

Organization : Muthoot Finance Limited.

Title : Junior Relationship Executive.

Tenure : June 2011 to October2017

Job Responsibilities:

- Performed the required KYC screening on customers documenting the information obtained on the clients as required by global KYC procedures.
- Maintenance of General Ledger & Bank Reconciliation Statement.
- Prepare and review of Daily work reports and sending back up to Head Office.
- Ensuring that appropriate level of documentation and approval received for completing the transaction.
- Maintenance of gold purity by "Appraising".
- Performing multiple transactions such as Handling day to day cash receipts and payments, Foreign Exchange, Gold Bonds, Money Transfer, Insurance.
- Preparing FRC (Final Rectification Report) for Auditing purpose.
- Ability to work as an individual as well as in team.
- Compilation and sending reports to Management staff monthly as an analytical tool.

Achievements & Recognitions:

- Recipient of Applause awards for Canvassing Life Insurance Policies more than the required target.
- Achieved Cash Incentives for Canvassing Debentures & NCD Public issues. Considered as one in handful of associates in entire processing staff with the entire

Educational Qualification:

- Degree (B.Sc) from David Memorial Degree College
- Board of Intermediate from Goutham Jr.College
- SSC from Mother meera High school

Technical Qualifications:

- Good documentation skills using tools like MS Word & PowerPoint
- Good exposure to MS Excel.
- Accounting Packages – Tally

Strengths:

- Excellent communication skills
- Diligence in work and an earnest desire to learn
- Flexible and adapt quickly to new working environments.
- Can prioritize work schedules; manage time effectively for meeting deadlines.
- Leadership qualities/highly disciplined.
- Work independently and as a part of team
- Dedicated and motivated

PERSONAL DETAILS:

- NAME Naga Jyothi Kanaka
- Father's Name Nageshwar Rao Kanaka
- Date of Birth 17/07/1989
- Marital status Married
- Languages known Telugu, Hindi and English
- Hobbies Playing Badminton, Listening to Music
- Address PlotNo:162A&B,Eswaripuri,
Sainikpuri,Hyderabad – 500094.

Date:

(K. Naga Jyothi)