

Curriculum Vitae
Vignesh .V

Address: S/o S. Vengatasubramanian
51/27 MBS Agraharam
Kulithalai, Karur District.

Mobile No: +919790479054
Email: vigneshrathnachalam@gmail.com

Objective: To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.

Personal Strength: Communication Skills, Confident & Positive Attitude

Education Qualification:

COURSE	INSTITUTION	YEAR OF PASSING	%OF MARKS OBTAINED
MCOM	Bharathidasan University, Trichy	2014	64%
B.COM	National College, Trichy	2012	60%
H.S.C	Govt. Boys Higher Secondary School, Kulithalai	2009	79%
SSLC	Govt. Boys Higher Secondary School, Kulithalai	2007	53%

Computer Skills: MS Office, ERP Tally & Internet Applications

Professional Training

- **Advanced Diploma in Indian Payroll & Accounts and Financial Management**
- **Location: Bangalore**

Work Experience

1) Company Name : Deepam Educational Centre

Location: Kuli thalai

Designation: Office Admin and Teacher

Duration: 2018 aug to 2019 jul

2) Company Name: HDB Financial Services P Ltd., (A Subsidiary of HDFC BANK LTD)

Location: Chidambaram

Designation: Processing officer

Department: (WBO) Wholesale Banking Operation

Duration: 2019 jul to 2020 jan

3) company Name: HDFC BANK LTD

Location; Ambur

Designation: deputy manager

Department: (WBO) Wholesale Banking operation

Duration; 2020 Jan to till date

Achievements:

- Received best quarterly performance award for the period June to aug 2019
- Received many appreciations through mail from seniors for providing suggestions for process improvement, customer services, cost saving and paperless operations.

Roles & Responsibilities:

- ✓ Handling Account opening operation process
- ✓ clearing, CMS and fund transfer transactions.
- ✓ Customer service for loan customers and rectify our queries and maintaining good relationships with our bank
- ✓ Maintain MS for branch and cluster and submit the same to seniors on monthly basis.

Retail Asset Operations: (TWPL, Auto & SLI Loans)

- ✓ Retail assets loan processing in our systems
- ✓ Perform data entry in system and double check the charges applicable and disburse loans to the dealer's account and customer's account as applicable.
- ✓ Visit dealer points twice in a month and interact with them on their requirements and obtain feedback.
- ✓ Handling gold loan operations end to end process
- ✓ Disbursement for all loans in system
- ✓ Maintain MS for the branch and cluster and submit the same to seniors on monthly basis.

Extra Curricular Activities

- Reading Books and drawings
- Sports
- Traveling & music

Personal Details:

- Father' s Name : S. Vengatasubramanian
- Date of Birth : 1107.1992
- Nationality : Indian
- Marital Status : Single
- Languages Know : English & Tamil
- Passport : No

Declaration: I Hereby declare that the above – furnished details are true with Proven records.

Place:

Date:

**Signature
(Vignesh.V)**