

# CURRICULUM VITAE

**Srirangam Sagar**

**Mobile:** +919700932900

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**Email:** *Srirangam.sagar@gmail.com*

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## **Career Objective:**

Looking out for a challenging opportunity with leading corporate environment in Banking & Finance, to pursue a challenging career in Finance/Accounting that offers me the opportunity to use my management qualifications and experience to contribute to organization goals. To constantly learn from work experience and grow to be a good Finance/Accounting professional.

## **Professional qualifications**

- M.B.A. (HR) from Kakatiya University, Hasanparthy (2013-2016).
- B.COM (computers) from Kakatiya University, Narsampet (2008-2011).
- Intermediate from Kakatiya Graduate Junior College, Narsampet (2006-2008).
- SSC Vishwa pragathi Gurukula Vidyalayam (2006)

## **Professional Experience:**

### **Company 1:**

Worked as Operations in Zeta Better World Technologies pvt ltd,

Time period : Jan.2019 to Till Now.

## **Responsibilities:**

- Identified and resolved operational problems using expertise and judgment.
- Proper response to emails as and when to clarify client and vendor queries
- Accurately utilizes strong problem solving skills and analytical skills to drive productivity
- Bank transactions, bank daily report, Bank Reconciliations, Reconciled with Cash Book and Bank
- Make RTGS and NEFT Cheque, cheques deposits & maintaining all bank records.
- KYC –Documentation and process as per RBI guidelines.
- Preparation of Statutory Reports for Prepaid Instruments as per RBI (Mobile Wallets, Prepaid)
- Coach agents on how to navigate through systems to find information needed for issues coming from end user.

### **Company 2:**

Worked as a Store Manager at Raymond Store Mancherial under the supervision of Qualtex Quality Pvt Ltd. seeking the Complete Store Maintenance and Store Sales and Purchased Reports and Bank Transactions. from November-2017 to July-2018

### **Company 3:**

Worked as Supervisor to Zonal Manager at Warangal and Karimangar RTA under the supervision of Link autotech pvt ltd. seeking the Complete Production and Administration of High Security Registration Plates (HSRP) Since January-2014 to August-2017.

### **Company 4:**

Worked as a Co-coordinator Sri Chaitanya junior college. Bachupally, Hyderabad. Since April-2011 to November-2012,

### **Job Profile:**

I am looking for a professional Operations Manager to plan, direct and coordinate all organization's operations. I will be responsible for improving performance. Ensures efficient delivery of products and services to clients. Develops and implements policies and procedures.

### **Job Responsibilities:**

- Deal directly with customer's face to face, respond promptly to customer inquiries.
- Daily attended 100-120 customers, handle and resolve customer complaints, swiping cheques, foreclosure of all loans issuing the no objection certificates, and statements.
- Prioritize customer needs.
- Handle over the cash and cheque for all foreclosure of loans and swiping.
- Obtain and evaluate all relevant information to handle, product and service inquiries.
- Ownership to resolve challenging customer issues.
- Aging analysis and validating the past due balances for each and individual customer and communicating.
- To be determine customer needs and provide appropriate solutions.
- Sales and insurance and CASA activities.
- Successful Handling of the End to End Process in Individual.
- Helping the individuals to improve their Quality by Mentoring, Auditing.
- Provide feedback on the efficiency of the customer service process.
- Aging analysis on daily basis.
- Sales & Operations & Credit & customers Service

### **Strengths:**

- ✓ Commitment towards team, quality and timely deliverables.
- ✓ Exposure to Process Implementation.
- ✓ Self-motivated and smart working. Ability to Work under Pressure
- ✓ Hard Work and Punctuality
- ✓ Decision Making & Time Management
- ✓ Leadership, With Good Communication Skills
- ✓ Knowing the work in depth in which I am tasked.

### **Computer Proficiency:**

**Operating Systems:** Windows XP, windows 7, windows 8, windows 10. & Linux

**Software Tools:** MS office2003, 2007, 2010, Tally 7.2, AS400 and S.A.P, Oracle financials & CRM.

**Others:** Email Etiquettes, Business Communication Skills.

### **Personal Details:**

<b>Name</b>	:	Srirangam Sagar
<b>Father Name</b>	:	Srirangam Srinivas
<b>Date of Birth</b>	:	May-08-1990
<b>Languages known</b>	:	English, Telugu and Hindi.
<b>Hobbies</b>	:	Watching Movies, Listening to music and Playing
<b>Marital Status</b>	:	Married
<b>Nationality</b>	:	Indian.

### **Address:**

H.No. 2-289, Opposite Market Yard,  
Narsampet Road,  
(Village&Mandal): Nekkonda,  
Dist: Warangal Rural, PIN: 506 122,  
Telangana.

### **Declaration:**

I hereby declare that the above mentioned information is correct and true to best of my Knowledge.

**Place:**

**Date:**

# Srirangam

**Sagar**



