

RAGHUL . B

Mobile No : 8015932767
Mail Id : Raghulprince15@gmail.com

**2 Ganesh Nagar, 2nd Street,
Arakkonam, 631003, Tamil Nadu.**

Career Objective

Looking out for a challenging career in your esteemed concern where I can apply my knowledge and improve myself and contribute for the growth of the organization.

Ability :

- Capable of leading task force towards Company's goal by motivation, training and improving multi skills.
- Team oriented ability to work in a collaborative environment.
- Self starter, self-motivated, and Strong believer in hard work. Able to work and maintain Good relations among all levels of management and workmen.
- Able to get work done from peoples in required time with required quality by adhering to the company policy and systems

Educational Qualification:

- **SSLC(72%)**- Valluvar Matric Hr Sec school -Arakkonam
- **DME(TOOL & DIE)** (86%) - 2011-2013 pass out, DOTE-NarasimaPallavan polytechnic College, Kancheepuram, Tamilnadu.
- **B COM (BANK MANAGEMENT) (68 %)**- 2018 – 2020 pass out, Madras university, Chennai.

Additional Qualification:

- 1) Ms.Office , IT BOOSTER.

Works Expérience :

1. Working HDFC BANK LTD – ITC Branch & Thiruvallur Branch

Designation : Branch Admin operations & Credit
Period : JUN -2018 to Present

Major Responsibility :

- Co-ordinate with Vendor Agencies
- Preparing Monthly reports and Sent to Account Dept for Bill Verification.
- Front Office Management
- Co-Ordinating with Insurance Team.
- Email etiquettes to be following.
- Branch Petty Cash Handling
- Verifying the original documents of customers.
- Preparing a Mortgage Receipt.
- Preparing Monthly reports based on Volume
- Co-ordination with Law firms

- Backend activities of Credit Hub.
- Co-ordination with RCU Agencies.
- Customer Handling on Front End.
- Prepare Worksheet in Module for Prepayment and Closure of Loans.
- Make Disbursement and Co-ordinate with Law Firms For Registration..
- Credit check & Verification

2. Worked Place: TRAYEE BUSINESS SOLUTION – SANTHOME branch

Designation : Processing Executive

Period : MAR -2016 -2018

Major Responsibility :

- Worked in Back end of HSBC on Chargeback Team of (Debit card & Credit card)
- Resolving a customer complaints by raising Chargeback
- Verification of ATM Transaction in HUB Screen
- Preparing a Monthly MIS Reports based on Volume.
- Major Back end Activities done on Ms Excel.
- Have Responsible to Manage Team as Senior.
- Preparing a Daily Activity Files by using Formulas Such as VLOOKUP,HLOOKUP,PIVOT TABLE.

3. Worked Place at HYUNDAI MOTOR PVT LTD CHENNAI

Designation : APPRENTICE TRAINEE

Period : DEC 2013– DEC 2014

Personal Détails

Father's Name	:	K.BALAJI
Date Of Birth	:	15-12-1994
Sex	:	Male
Marital Status	:	Single
Mobile No	:	7358969368
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	Tamil, Telugu, English (Read, Write & Speak)
Hobbies	:	Listening To Music, & playing games

Declaration

I hereby declare that all the above information furnished is true in my best of knowledge.

Place:

YOUR'S SINCERELY

Date:

(B. Raghul)