

# VAIRAVAN

Assistant Manager



+91 9159742645

spvairam136@gmail.com

S,ALAGAPURI,  
Kamatchipuram ,[PO].  
Theni [dt],  
Tamilnadu-625520,  
India

## Education

### MASTER OF COMEERCE

PKN Arts & Science

2014

### BACHELOR OF COMEERCE

Theni Arts & Science,

2012

## Language

Tamil

English

## Passport

Passport No -V1631761

Date of Issue-09/11/2021

Date of Expiry -08/11/2031

## Profile

Recruit, interview, hire and train office support staff. Prepare important documents for reports, meetings and memos. Assist with research and writing reports, or independently writing reports on behalf of upper-level management.

## Work Experience

2023

-

2024

### KATHIR FINANCE SERVICE,PERIYAKULAM

ASSISTANT BRANCH MANAGER

- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.
- Fielded incoming phone calls from customers and directed to corresponding department or individual for assistance. AREA OF INTEREST Office Manager Partnered with cash application team and credit manager on timely and accurate posting of remittances.

2019

-

2022

### IDFC FIRST BHARAT LIMITED THENI, INDIA

ASSISTANT BRANCH OPERATIONS MANAGER

- Worked with team members to deliver effective customer service strategies.
- Monitored system functions and performance levels.
- Assisted team members and customers in finding products.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Investigated and resolved discrepancies in monthly bank accounts ahead of tight deadlines.

2016

-

2019

### JANA SMALL FINANCE BANK | THENI, INDIA

Senior Officer

- Fielded incoming phone calls from customers and directed to corresponding department or individual for assistance. AREA OF INTEREST Office Manager Partnered with cash application team and credit manager on timely and accurate posting of remittances.

2014

-

2015

### DHAN FOUNDATION | MADURAI, INDIA

Accountant

- Reviewed financial statements to determine and correct discrepancies. Compiled and analysed financial reports with exceptional organisation and precision.