

MAHENDRAN S

Administrative Professional | Document Controller | Office Coordinator
+966 507072203 | MaheMahendran9425@gmail.com | Ishbilyah, Riyadh, KSA

Iqama No: 2632274219 | Valid & Transferable Iqama | Immediately Available – Can Join Tomorrow

PROFESSIONAL SUMMARY

Results-driven administrative professional with over 4 years of experience managing documentation, coordinating schedules, maintaining organised records, and supporting cross-functional operations across banking and hospitality sectors. Demonstrated expertise in document control, version management, data entry accuracy, and inter-departmental coordination. Proficient in MS Office Suite, SharePoint, CRM platforms, CBS, and project tracking tools. Strong communicator with exceptional attention to detail and a proven ability to manage high-volume administrative workloads efficiently. Currently based in Riyadh, KSA with a valid transferable Iqama — available to join immediately after interview.

CORE COMPETENCIES

- Time Management & Scheduling
- Document Control & Version Control
- MS Office | SharePoint | MS Project
- Documentation & Record-Keeping
- Data Entry & MIS Reporting
- CRM & Core Banking Systems (CBS)
- Coordination & Meeting Management
- Attention to Detail & Accuracy
- Aconex | Project Tracking Tools
- Written & Verbal Communication
- Organisational & Filing Skills
- Regulatory & Audit Compliance
- Multi-task Workload Management
- Document Registration & Archiving
- FATCA / CRS Documentation

PROFESSIONAL EXPERIENCE

Banking Operations Officer – Administrative & Documentation Focus

DBS Bank | Coimbatore, India | Aug 2024 – Aug 2025

- Managed end-to-end documentation for 200+ client accounts — account opening files, KYC records, periodic review dossiers — ensuring zero-defect audit trails
- Maintained and updated document registers, compliance checklists, and regulatory reporting files aligned with internal audit standards
- Coordinated daily schedules and task assignments across branch operations, back-office, and credit teams to meet strict cut-off deadlines
- Prepared and reviewed written correspondence, transaction records, and settlement reports with high accuracy
- Performed high-volume data entry into Core Banking System (CBS) for account maintenance, transactions, and record updates
- Supported internal and external audits by organising FATCA/CRS documentation, compliance files, and regulatory reports
- Liaised with multiple departments to resolve documentation gaps, significantly reducing turnaround time on file completion
- Ran daily operational MIS reports and ensured all administrative records were consistently updated and audit-ready

Banking Operations Executive – Records & Coordination

CSB Bank | Coimbatore, India | Jan 2023 – Jul 2024

- Maintained branch document control system — filing loan files, dormant account registers, AML monitoring reports, and inter-branch transaction records
- Coordinated scheduling of customer appointments, branch activities, and team task assignments under RM supervision
- Performed accurate data entry into CBS for account transactions, standing instructions, and mandate updates within strict 24-hour SLA
- Prepared daily reconciliation reports for inter-branch and suspense accounts, flagging discrepancies for same-day resolution

- Organised and maintained branch records for regulatory inspections, ensuring all documents were complete and readily accessible
- Drafted clear and professional written responses to customer queries and internal departmental correspondence

Loan Operations Executive – Administration & Client Records

HDB Financial Services (HDFC Group) | Coimbatore, India | Sep 2021 – Dec 2022

- Collected, verified, and filed loan application documents — personal loans, vehicle loans — maintaining organised physical and digital records
- Managed loan account servicing records: EMI schedules, pre-closure files, NOC documentation, and repayment histories
- Handled high-volume data entry for client portfolios maintaining accuracy and completeness across large datasets
- Coordinated with credit operations for timely file submission and systematic follow-up on pending documentation
- Maintained systematic records for collections follow-up and account status tracking with consistent first-contact resolution

Front Office & Administrative Associate

Taj Hotel, Coimbatore | Four-Star Property | Jan 2024 – Jul 2025

- Managed front office administrative operations including guest records, check-in/check-out documentation, and daily operational reports
- Coordinated scheduling and logistics for group arrivals, maintaining accurate records and room block allocation files
- Operated property management and booking systems; maintained organised filing of all guest and administrative documentation

TECHNICAL SKILLS

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| • MS Office Suite (Excel, Word, Outlook, PowerPoint) | • SharePoint – document management & version control |
| • MS Project & project tracking tools | • Aconex – document control platform |
| • CRM platforms – client record & follow-up tracking | • Core Banking System (CBS) – data entry & records |
| • MIS Reporting & data analysis via Excel | • Document registration, archiving & distribution |

CERTIFICATIONS

- HubSpot Academy — Digital Marketing Certification (2026)
- HubSpot Academy — Inbound Sales Certification (2026)

EDUCATION

Bachelor of Commerce (B.Com) | Coimbatore, India | Graduated 2020

PERSONAL DETAILS

Nationality: Indian

Iqama Status: Valid & Transferable – Immediate Joiner

Iqama Number: 2632274219

Location: Ishbilyah, Riyadh, KSA

Availability: Immediately available – can join the day after interview

Languages: English (Fluent) | Arabic (Conversational) | Tamil (Native) | Malayalam