

Gokila Selvaraj

ASSISTANT MANAGER

My Contact

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📍 65/11 E Second Croos Street,
Vasantham Nagar,
NewBypass Road,
Mannargudi - 614001

Hard Skill

KYC operations | Financial Reporting & Management | Cash Management | Sales Contract Management | Account Management | Customer Service Management | Negotiation | Problem-solving | Operations Management | Financial Forecasting | Budget & Controlling | Analytical Knowledge

Technical skill

- Excellent in MS-office (Word, Excel, Power Point)
- Proficient Documentation, Administrative Skills

Education Background

- Oxford Engineering College, Trichy
Bachelors in Engg. E.C.E
Completed in 2015
- St. Josephs Girls Hr. Sec School, Mannargudi
H.S.C. MATHS, BIOLOGY
Completed in 2011
- St. Josephs Girls Hr. Sec School, Mannargudi
S.S.L.C. MATHS, SCIENCE
Completed in 2009

CERTIFICATIONS

- PGDM BANKING OPERATIONAL COURSE
- IRDAI (Insurance Regulatory and Development Authority of India) Certified

ACHIEVEMENTS

- Achieved remarkable success in the June 2023 MOONSHOT monthly Target contest, and won medal.
- successfully fulfilled all objectives within the fiscal year 2023-24, earning accolades, ratings, and a company bonus as a gesture of commendation.

About Me

Self-driven and optimistic working professional with around 3 years of experience in the Accounts and Finance Industry including cash management, sales management, quality management, and cross-selling of bank products. Hands-on experience and knowledge of using current cash management products and services along with back-office operational processes. Effectively managed highly customer-oriented operations in a retail banking office, customers consisting of professionals, Businessmen and High Net Worth individuals.

Professional Experience

AXIS BANK | ASSISTANT MANAGER

2021 – Present

Key responsibilities:

- Initiating collection activities, reviewing and releasing paid orders
- Preparing and executing sales contracts along with implementing interactive customer service procedures
- Ensuring all the required quality assurance procedures are followed properly
- Checking all the payments and deposits and creating monthly and quarterly reports of all cash transactions
- Contacting existing clients about the information on new cash management
- Handling the customer's Queries and effectively resolving them.
- Conducting cross-selling of bank products and third-party products.
- Maintaining all types of registers like cash vault, deliverable, inventory, stock, cash in transit, locker, etc. Managing and handling day-to-day petty cash of the Branch.
- Taking adequate measures for CA/SA and to bring CA/SA balance and in meeting pre-set revenue targets.
- Customer orientation services, KYC and cross sell of various assets/liabilities and third-party products.

Yes Technik Fzc, Aviation Service Company | SALES & PURCHASE EXECUTIVE

2018 – 2020

Key responsibilities:

- Possessing the ability to build strong business relationships with individual and corporate clients.
- Having an excellent understanding of business operations.
- In-depth knowledge of competitors and their products and services.

DECLARATION

Hereby, I declare that the particulars given above are true to my best of knowledge and belief.

Place: Mannargudi

Date: 04/05/2024