

CURRICULUM VITAE

VATNALA KEERTHAN GOUD
[MBA]

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Career Objective

To continuously develop high caliber professional skills and effective management techniques by proactive research by maintaining personal and professional integrity and emerge as a good Corporate Professional.

Experience

- Presently working as a **ACCOUNTS EXECUTIVE** in **Shriram General Insurance Company Ltd** from 26th September to Till date.

Designation: **“Commercial Officer”**

Responsibilities:

- Responsible for back office processing of transactions in all type of motor insurance business
- Manual QC and processing the files by checking thoroughly the physical application forms submitted by various sales teams
- Inward entry , Updating MIS report to Head Office
- Policy issuance and Receipt Generation by Doing Quality check in system
- Preparing Daily MIS and Monthly MIS for internal Auditing
- Handling customer queries and resolving them by coordinating with concern departments
- Handling Agents queries and resolving the same
- Handling Nil and Non nil Endorsements issues
- Handling Banking Queries – cash deposit, chq deposits
- Handling Payout distributions to the sales teams
- To maintain the MIS on Daily Basis of Cheque and Cash.
- Bank Reconciliation on Monthly Basis.
- Posting of Conveyance and Mobile Expenses of Employees.
- Performed general office duties and administrative tasks.
- To maintain bounce cheque MIS on Daily Basis.
- Handling of Petty cash with proper records.
- Making Expense budget on monthly Basis as per HO format.
- Handling petty cash with proper cash register on daliy basis.
- Handle total Branch administration of the Branch.
- To maintain Day Book for Daily Transaction.

- Worked as a **Processor in Repayment Boarding** in **HDB Financial Services** from 18th April 2018 to 16th September 2019 .

Backend Operations

Project Management and Responsibilities Assigned:

[REPAYMENT BOARDING]

Core Tasks Handled:

- Receiving requests from branches regarding repayment of loans.
- Read and understand the request completely and verify the details like bank details, name of the customer with our data base records.
- Updating the bank details in system.
- Sending the cheques to banks for clearing EMI payments
- Backend ownership and follow-up on unresolved issues and make sure to resolve them effectively within the given SLA as per client agreements.
- Handle escalated issues pertaining to transaction processing and also assure quality of the transaction.
- Analyzing the productivity tracker on daily basis.

Educational Qualifications

- MBA(Finance) with an aggregate of 73% from Vidya Jyothi Institute Of Technology,Aziz Nagar, Hyderabad in 2017.
- B.com with an aggregate of 65.5% from Vivekananda Degree College, Hyderabad in 2015
- Board of Intermediate Education with an aggregate of 72.5% from Sri Chaitanya Junior college, Hyderabad in 2012.
- Board of Secondary Education with an aggregate of 65.5% from Sri Sai Chaitanya High School, Hyderabad in 2010.

Technical skills

- MS-Office
- Basics of HTML

Personal Skills

- Positive attitude and Enthusiastic in teamwork.
- Adaptable to any work environment.

Strengths

- Hard working and disciplined
- Willingness to Learn and put Learning into Practice
- Dedication to Work

Extra Curricular Activities

- Participated in various cultural activities in college.
- Event organizer for the Annual Day Function in School.

Personal Information

Date of Birth	14 th August,1993
Nationality	Indian
Gender	Male
Language Known	English, Telugu, Hindi
Marital Status	Unmarried
Address	Plot no.140/p, Om Nagar Colony, Kismathpur , Near Rock Church.

Declaration

I hereby declare that the information furnished in this resume is true to the best of my knowledge and belief.

Place : Hyderabad

Date :

(Keerthan Goud)

MBA