**RESUME**

***C.K.HAREESHANKAR***

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**OBJECTIVE**

To work for the organization to the best of my knowledge and ability from where the organization could benefit from my services and provide me with knowledge that are professionally important to me and which would help me in learning more, sharpening my skills and be rewarding.

**EDUCATIONAL QUALIFICATION**

### Completed Master of Business Administration from Coimbatore Institute Of Management and Technology under Bharathiar University with aggregate percentage of 64% (2006-2008)

* Completed **Bachelor of Commerce** from Shri Nehru Maha Vidhyalaya of arts and science under Bharathiar University with aggregate percentage of **59% (2003-2006)**

**WORK EXPERIENCE**

**National Payments Corporation of India, Chennai**

**ROLE**  **: Senior Associate**

**EXPERIENCE** : **From 21-09-2012 to till date**

* Consolidating of product requirement and working with technology to implement process within TAT
* Follow up with technology team for specification document , Fixes and issues
* Testing , implementation of the requirement and end to end product delivery
* Preparing operational documents, Business requirement document and provide clear picture of implementation.
* Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
* End to End Automation done for Queries management done for the customer related Aadhaar queries end and transaction queries. So that Aadhaar status and query related to subsidy is initiated to customer automatically and transaction queries resolved for banks.
* End to End Automation done for BHIM Queries raised by customers due to which the queried raised will be analysed in the system and auto generated mail will be initiated to customer with resolution.
* Experience in team handling and responsible for CTS and NACH operations settlement and Queries.
* Conducting training session and workgroup meeting with stakeholders.
* Handle customer and Banks related queries and settlement related queries
* Coordinate the activities of RBI settlement departments and follow norms for settlement
* Prepare operational or risk reports for management analysis.
* Handling monthly Billing activities for all Bank members and resolve queries raised by banks on required basis.
* Handling E Mandate project single handed and guiding banks / corporate for on-boarding for the project.
* Coordinated with RBI and organised and conducted meeting across India for migration of NACH and NON-MICR region into MICR region
* Handling settlement and conducting meeting for migration of banks in clearing house for CTS and NACH of Southern grid states which includes Kerala, Karnataka, Tamilnadu, West Bengal, Andhra Pradesh etc.,

*Key results*:

* Handled Merger and Acquisition of banks and provided simple solution to help banks in merging activity in short span of time with minor change at bank end
* Testing and certification for the banks, RBI and government departments
* Coordinating with the internal and external stake holders on new approaches and improvements to help banks in development phase and implementation phase.
* Automation of system to handling day to today activities easily
* On Boarding banks and Corporate for the existing and new banking products.
* Handling settlement postings on behalf of RBI.

**Bimetal Bearings Limited, Coimbatore.**

**ROLE : ASSISTANT ACCOUNTANT**

**EXPERIENCE** : **1.5 Years (Feb 2011 to Aug 2012)**

**RESPONSIBILITIES**  :

* Operate Tally 7.2 programme with accounting software to record, store and analyse information.
* Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes
* Classify record and summarize numerical and financial data to compile and keep financial records using journals and ledgers.
* Debit, credit, and total accounts on computer spread sheets and databases using specialized accounting software.
* Receive, record and bank cash, cheques and vouchers.
* Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable and profits and losses.
* Code documents according to company procedures.
* Reconcile or note and report discrepancies found in records.
* Match order forms with invoices and record the necessary information.
* Perform general office duties such as filing, answering telephones and handling routine correspondence.
* Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts and sending cash, cheques, or other forms of payment to banks.
* Calculate, prepare and issue bills, invoices, account statements and other financial statements according to established procedures.
* Prepare and process pay-roll information.
* Reconcile records of bank transactions.

**VKS Farms Private Limited, Coimbatore**

**ROLE : ACCOUNTS OFFICER**

**EXPERIENCE** : **2 Years (Nov 2008 to Dec 2010)**

**RESPONSIBILITIES :**

* Operate Tally 7.2 programme with accounting software to record, store and analyze information.
* Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes
* Classify record and summarize numerical and financial data to compile and keep financial records using journals and ledgers.
* Receive, record and bank cash, cheques and vouchers.
* Code documents according to company procedures.
* Match order forms with invoices and record the necessary information.
* Reconcile records of bank transactions.
* Handled Service tax refund claims on export of goods.

**ADDITIONAL SKILLS**

* Ability to meet the provided target under stringent time constraints efficiently.
* Successfully handled many projects as a team leader and completed within specified time.
* Computer skills - MS Excel (Macros, Pivot tables etc.,), MSWord, and Power point presentation.
* Flexible and willing to take responsibilities as needed and devote time as per business needs.
* Proficient in written and communication skills and able to translate complex text in to easily readable text

**ACHIEVEMENTS**

* Handled end to end testing and production movement for SBI and ING Vysa merger.
* Handled Aadhaar mapper development end to end process till go live in production for banks.

**HOBBIES**

* Playing Tennis and Carrom
* Reading Novels
* Listening Music

**LANGUAGES KNOWN**

* Tamil
* English

**DECLARATION**

I hereby declare that the information above is true to the best of my knowledge.

Place : Chennai, Tamilnadu

Date :

**(CK HAREESHANKAR)**