

SUDHA.S

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Career Objective

To enhance my professional skill in the best possible way for achieving the company's goals and secure a challenging position in a reputable organization to expand my knowledge

Work Experience

SWAMI DAYANANDA COLLEGE OF ARTS & SCIENCE, MANJAKKUDI, THIRUVARUR

Jan 2024 – Till now

Personal Assistant to Principal

- Manage the Principal's office, calendar, appointments, and meetings.
- Draft, type, and maintain official letters, notices, reports, and circulars.
- Handle confidential documents and personnel records.
- Coordinate recruitment, joining formalities, and employee documentation.
- Maintain faculty and staff attendance, leave records, and service files.
- Assist in preparing payroll-related information and HR reports.
- Schedule meetings, prepare agendas, record minutes, and follow up on action items.
- Coordinate communication between the Principal, departments, and external organizations.
- Organize college events, inspections, accreditation visits, and official functions.
- Maintain office files, records, and correspondence in both physical and digital formats.
- Handle telephone calls, emails, and visitor inquiries professionally.
- Ensure compliance with institutional policies and maintain confidentiality.
- Perform other administrative duties assigned by the Principal.

RBL BANK LTD, RA PURAM ,CHENNAI

Oct 2022-Jan 2023

Deputy Manager- Service Delivery Ambassador Cash - Forex

- Handling cash deposits and withdrawals.
- Verifying and counting cash accurately.
- Managing the cash vault and teller cash limits.
- Processing demand drafts, cheque deposits, and cash-related transactions.
- Balancing cash at the end of the day and reconciling discrepancies.
- Ensuring compliance with RBI guidelines, KYC, AML, and the bank's internal procedures.
- Providing customer service at the cash counter.
- Reporting suspicious or unusual cash transactions as required.
- Buy and sell foreign currencies (USD, EUR, GBP, AED, etc.) for customers.
- Process foreign exchange transactions for travelers, students, business customers, and tourists.
- Verify customer identity and complete KYC/AML documentation.
- Check foreign currency notes for authenticity and detect counterfeit notes.
- Count, sort, and maintain foreign currency cash accurately.
- Balance cash and reconcile forex transactions at the end of the day.
- Maintain adequate stock of different foreign currencies.
- Explain exchange rates, service charges, and transaction limits to customers.
- Ensure compliance with RBI, FEMA, and the bank's internal forex policies.
- Prepare daily transaction reports and maintain audit records.
- Coordinate with branch operations and treasury/forex departments when required.

- Tallying cash balance at EOD.
- Managing Customers bank accounts including opening and closing accounts
- Processing deposits, Payments, withdrawals, Evaluating overdrafts, loans, Demand drafts.
- Remitting cash for nationalized and private banks.
- Resolving customer credit and debit issues
- Providing gold loans with included facilities as onboarding, loan closing, funding follow ups, new loan creation, ensuring stationary, account renewal, collection of documents as per bank regulations.
- Handling ATM and BNA Machine.
- Validating customer KYC.
- Operating CHEQUE KIOSK and Passbook KIOSK
- Communicating with higher level through email and phone.

Area of Interest

- Finance
- Human Resources
- Programming

Software Skills

- Application Software : MS-Office 2010
- Web Technology : HTML, Photoshop
- Programming Language: C,C++, JAVA, RDBMS

Technical Skills

- Team Management
- Customer Service
- Communication
- Branch operations
- Co-ordination skills
- Employee Relation
- MotivationAdministrative support
- Personnel administration
- Documentation and record management
- Communication and coordination
- Time management
- Confidentiality and professionalism
- Attention to detail
- Computer proficiency

Mini Project

A summer report on **RMS AUTOMOBILES** in Mayiladuthurai,

Through this project I learnt about solving various problems and challenges in the company also helped me to understand various marketing strategies that attracts customers to buy their product.

Main Project

The Impact of Dematerialization in Bombay stock exchange.

Which explains current risks and profitability by understanding various portfolios through single DEMAT account to hold investment in both equity as well as debt instrument, mutual funds, sovereign gold bond, stocks, government securities electronically without possessing any share any individual rather than a stake holder can open DEMAT account which enhancing digital investment.

Academic Qualification

Master of Business Administration (Finance) & (Human Resource Management)

K.Ramakrishnan College of Engineering, Anna University in 2019 with **79%**

AVC College Autonomous, Mayilduthurai, TN

Bachelor of Computer Application (BCA), Bharathidasan University in 2017 with **85%**

Kalaimahal Matric. Hr. Sec. School, Sembanarkovil

HSC, Specialization (Computer Science) from State board in 2014 with **75%**

Kalaimahal Matric. Hr. Sec. School, Sembanarkovil

SSCLC, from State board in 2012 with **82%**

Personal Profile

D.O.B	:	15.09.1997
Gender	:	Female
Father's Name	:	M.Subramanian
Nationality	:	Indian
Languages	:	Tamil(RSW), English(RSW)
Marital Status	:	Married

Place:

Date:

(SUDHA.S)