



## Objective

After completing B.com and H.D.C&B.M I worked as an junior clerk in Alappuzha Govt. Servant's Co-Operative Bank. Now I'm seeking an entry level position in the filed of Accounts and Finance. To achieve a challenging and respectable position in an organization where I am able to contribute my skills and to keep adding value to the organization.

## Experience

### Alappuzha Govt. Servant's Co-Operative Bank

Junior Clerk

02/2021 - 01/2022

- 1) Assisting auditor by preparing data for Daybook preparations.
- 2) Assisting the secretary in documentation and mail communications as and when advised by the concerned person.
- 3) Preperation of day to day receipts and payments.
- 4) Recording loan repayments on daily basis.
- 5) Checking and entering ledger books on daily basis.
- 6) Documentation and preperation of notices and affidavit related and produced by the bank.
- 7) Monitoring and processing online transfers within the bank as well as preparing receipts for these transactions.
- 8) Dealing with customers who visit the bank.
- 9) Prompt payment follow up for bringing the receivable amounts.
- 10) Promoting by dealing with clients to increase the cumulative cash deposits and fixed deposits.

## Education

### State Co-operative Union, Kerala

2020

Higher Diploma in Co-operation and Business Management(HDC&BM) -

### Naipunnya School of Management

2018

B.com Commerce and Tax Procedure and Practice -

### A.B.V.H.S.S Muhamma

2015

Naipunnya School of Management -

### Carmel Academy Higher secondary school Alappuzha

2013

S.S.L.C -

## Projects

### A study on the job satisfaction of employees

Payyannur Firka Gramodaya Khadi Sangham

### CSR of Milma Dairy products

Corporate Social Responsibility

## Language

English

Hindi

## Skills

- 1) Excellent written and verbal communication skills.
- 2) Well versed in Microsoft office.
- 3) Flexible team player.
- 4) Strong organisational and multi tasking skills.
- 5) Honest and reliable.
- 6) Problem Solving.
- 7) Quick Learner.
- 8) Self Confidence.

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## Reference

**Sreekumar R - Junior Clerk**  
Alappuzha Govt. Servant's Co-operative Bank.  
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