

K. RAJA VIGNESH

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Profile at Glance:

- ✓ Experience in area of Inventory Management and Corporate Banking.
- ✓ Ability to easily grasp and apply cutting-edge ideas, to imply new methodologies, concepts, and techniques.
- ✓ Effective involvement in staff training and development programs.
- ✓ Excellent communication, intuitive, interpersonal, multi-tasking, organizational, problem solving, and leadership skills.
- ✓ Ability to work both in independent and teamwork.

Academic Credentials:

- ✓ B. TECH (Electronics and Communication Engineering) From PRIST University in the period of 2007-11 with an aggregate of **74.1%**.
- ✓ XII standard from Nav Bharath Matriculation Higher secondary School in the period of 2006-07 with an aggregate of **64.25%**.
- ✓ X standard from Nav Bharath Matriculation Higher Secondary School in the period of 2004-05 with an aggregate of **71.63%**.

Skills:

- ✓ Work Stability
- ✓ Good with Numbers (Part number Memory and Counting Skills)
- ✓ Organizational Skills/Time Management

Work Experience

Inventory Officer:

Worked as a "Inventory Controller" in **BLACK TULIP FLOWERS LLC, SHARJAH - UAE** from July-2018 to June-2020.

Job Responsibilities:

- Responsible for preparing the purchase orders, receiving, storing, issuing the goods, managing the stock levels and giving out the supplies from the stock.
- Preparing the inventories, maintaining the stock records, using computerized systems (ERP).
- Perform Audit on regular basis (Weekly and Monthly) to keep track of stock.
- Preparing the reports on adjustments done to inventories that may be damaged and coordinates the purchasing, inventory and warehousing functions.
- Worked with IT Team to develop & fine tune ERP application (Floritool).

Expertise: Purchase Order Preparation ~ Stock Maintenance ~ Regulate Supply ~ Inventory Preparation ~ Inventory ERP tools ~ Auditing ~ Report Generation

Senior Officer (Grade – C):

Worked as a "Senior Officer" in CRC (Credit Risk Control) from 02-Nov-2015 to 06-Dec-2017 in **STANDARD CHARTERED GLOBAL BUSINESS SERVICES Pvt Ltd, Bangalore.**

Job Responsibilities:

- Preparing Banking Facility Letter based on Business Credit Application for Middle East, Australia, Japan and Mauritius.
- Preparation and verification of Banking Facility contractual documents for signing up various products offers with the clients.
- Checking credit appraisal documents for various constitutional, contractual and security related documents for various products like overdraft, Bill discounting, Invoice discounting, mortgages, hypothecations to sanction limits.
- Verification on security documents of Property Mortgage valuation report, Personal Guarantee, Corporate Guarantee and Pledge Agreement.
- Generation of Security Compliance Certificate for approval of loans and other products inferring whether the products are offered by way of Standing Instructions or Direct Debit.
- Daily, weekly and monthly report generations, monitoring and reporting credit.
- Liaising with legal and credit team for ensuring documentation perfection.

- Coordinating with RM's and Field Audit Reporters to clear discrepancies on documents.
- Issuing of Security Compliance Certificate and Documents Deferrals Note to activate limits.
- Handling queries which has been raised from RM's, Field auditors and limits team.
- Preparing Documents Deficiency Report on monthly basis.

Expertise: BFL Preparation ~ Documentation Analysis ~ Risk Analysis ~ Triggering SCC & DDN ~ Standardizing Operation Procedures ~ Effective Team Management ~ Handling RM Queries

Personal Details:

✓ Name	: K. RAJA VIGNESH.
✓ Date of Birth	: 4 th SEPTEMBER 1989.
✓ Nationality	: Indian.
✓ Gender	: Male.
✓ Father's Name	: R.Krishna Swamy.
✓ Mother's Name	: K.Vijaya Lakshmi.
✓ Languages Known	: English and Tamil.
✓ Passport Number	: K2715431
✓ Passport Date of Issue	: 22/01/2013
✓ Passport Validity	: 21/01/2023
✓ Passport Place of Issue	: Trichy
✓ Visa Status	: VISIT
✓ Address	: Plot No: 9 Ramasamy Nagar, Medical College Road, Near Ponnaiyah Ramajayam Public School, Thanjavur - 613004 Tamil Nadu India.

Declaration:

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

Sincerely,

Place:
Date:

(K. RAJA VIGNESH)