



Sooraj Puthan Veedu

Profile

Enthusiastic banker eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. A clear understanding of KYC Analysis, Client onboarding, and cash management motivated to learn grow and excel in the banking industry.

Career

April 2013 – Sept 2019

**Client Service Clerk
(OPERATIONS- CUSTOMER RELATION)
Al Fardan Exchange LLC- UAE**

- AML verifications with international OFAC and SDN lists.
- SWIFT Transfers and cross border money transfer
- Transaction Monitoring and verification of supporting documents.
- Daily cash and cheque handling including foreign payments.
- Verifies all aspects of the Client Identification Program and necessary account opening documents are provided in accordance with KYC and BSA standards.
- Corporate client onboarding, KYC collection, and verification.
- Corporate customer background checks.
- Providing training to the newly employed staff.
- Preparing compliance-related and EoD report of the branch to the management level.

Dec 2019 – Sept 2021

**Administrative Officer
(OPERATIONS)
V K Group of Civil Engineering
(Consultants and Contractors)**

- Inventory checking and working with vendors to ensure adequate levels of necessary supplies at all times
- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Analyse the cash flow mechanism of the company and prepare a monthly variance report.
- Evaluate investment options and risk factors before investing surplus fund.
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations and proposals as assigned.

Contact

Address

Belshalat Building-20
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Skills

Client on-boarding
AML Compliance
Cash Management
Time Management
Customer Service
Team Building
Public relation

Languages

English

Hindi

Tamil

Malayalam

Personal Dossier

Father's Name:

A.V. Ramachandran

Date of Birth: 16 April 1984

Gender: Male

Marital status: Married

Nationality: Indian

Academic

2006 – 2008 **Masters in Business Administration**

C.M.S. College of Science and Commerce,
Coimbatore, Tamil Nadu, India.

Specialisation: Finance & Marketing.

2003 – 2006 **Bachelor of Business Management**

Taliparamba Arts and Science College,
Taliparamba, Kerala, India.

References

Available on Request

May 2010- July 2012

**Senior Process Associate
(Investment Banking)
Tata Consultancy Services**

- The primary role includes the analysis and implementation of daily market risk feed and testing the mitigation of risks calculated.
- Calculation and analysis of VaR (Value at Risk) and Risk Sensitivities based on the trades validated and limit set by the Market Risk Managers.
- Evaluation and analysis of market risk exposures by employing statistical and other approaches.
- Gathering borrower information, verifying loan documents, and reviewing the file documentation to guide each loan from preapproval to closing
- Conducting the daily posting and tracking of all mortgages rates.
- Processing of mortgage applications ensuring they adhere to credit union/investor guidelines.

Dec 2008 – Dec 2009

**Operations Manager
(Admin/HR)
G & T Infrastructure Pvt Ltd**

- Implementing time management in order to deliver the services at the right time.
- Responsible for implementing promotional activities like selecting the print media hoardings, banners, customer meets, etc.
- Interacting with potential clients for new business development and achieving goals.

June 2008 – Dec 2008

**Business Development Executive
Axis bank**

- Development of sales and achieving the sales target in the organization.
- Conducting different events in order to increase sales.
- Converting the walk-ins to our premium customers and retaining them.

Attainments

- Awarded twice as The Best Performer at Alfardan Exchange Dubai in Nov 2017 and April 2019.
- Awarded the Best Performer Award in TCS Bangalore for the month of April 2011.
- Silver medallist in District powerlifting championship 2002-03.