



# YUVARAJ K

Senior officer

**Phone:** +91.7418361985

**Email:** yryuvaraj77@gmail.com



## PROFILE

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I am seeking a competitive and challenging environment where I can serve your Organization and establish an enjoyable career for myself.

## EDUCATION

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### **Bachelor of Commerce, Banking and Commerce**

Jaya College of arts and science  
Regular  
CHENNAI, Tamil Nadu

Graduated, May 2012

### **Master of Business Administration, Finance**

University of Madras  
Distance Education  
CHENNAI, Tamil Nadu

## WORK EXPERIENCE

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**August 2016 - Current**

### **Senior officer**

Standard Chartered Global services PVT LTD  
CHENNAI, Tamil Nadu

- **Maintaining customer data and arranging for verification who has applied for credit Card.**
- **Provide Support and maintenance to existing management info system (MIS).**
- **Perform data analysis for generating reports on periodic basis.**
- **Provide strong reporting and analytical information support to Management team.**
- **Understand customer problems and provide appropriate technical solutions.**
- **Performing the due diligence on new Clients, requesting the KYC information, documentation, review and verification of received , documentation and making an analytical risk assessment for new Clients.**
- **Periodically evaluate existing Clients according to established policies and procedures.**
- **Have a thorough understanding of client's business and related parties in order to monitor client's activities for unusual transactions.**
- **Perform further investigation on identified suspicious client and client's transactions and report to KYC/AML compliance officer.**
- **Mentoring and provide training sessions to New joiners.**

**May 2015 - August 2016**

### **Senior customer representative**

Intelenet Global services PVT LTD  
CHENNAI, Tamil Nadu

- **Processing for Corporate business payments, regular Payments, and Premium payments.**
- **Handling with Corporate and individual customers transacts money ( Foreign Currency Most of GBP sterling ).**
- **I have checked AML and quality, Sanctions when payment travelled to restricted country.**
- **I have maintained Currency SLA period time.**
- **Perform the tasks of handling customer emails regarding the request of Payments and services.**

April 2013 - September 2014

### Customer Web chat support ( Sales Associate)

RP Telebuy Skyshop PVT LTD  
CHENNAI, Tamil Nadu

- Providing Information about the company product and solving customer problem via chats.
- Flashing reports to Senior manager and company CEO about company sales profit and goods report.
- Handled other essential tasks as a backup to the team leader.
- Flashing a reports to all colleague about the sales achievement as periodic basis and Hourly basis.

## TRAINING AND CERTIFICATIONS

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- Junior Level category of Typing, Durga Devi School, 2013

## SKILLS

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- MS office and Power point
- Base SAS
- Outlook
- VBA Basic
- Customer service-oriented Cash handling and management Retail experience Negotiation skills.
- Strong client relations Creative problem solver.
- Basic administrative knowledge.
- Project Management Skills.

## COMPUTER PROFICIENCY

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### Operating Systems

- Microsoft Excel ●●●●
- Outlook ●●●●
- Macro run ●●●●
- Power point ●●●●

### Software

- Systematical analysis Software ●●●●
- Cibil Interface application ●●●●
- AFTS system ●●●●
- Cibil fetching access software ●●●●

## LANGUAGES

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- English ●●●●
- Tamil ●●●●

## INTERESTS

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- Play cricket is my Hobbies.
- Educate and reading books to impaired people in week end days.
- Watching TV shows and Music channels.
- Managing People and Events.
- Writing, Speaking in english.
- Long-Term Dedication.
- Training in Unrelated Area.
- Has volunteered for NSS in college.
- Has volunteered for blood donation.

## PERSONAL DETAILS

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Father's Name: Mr. Karunakaran . S  
Birthday: May 24, 1992  
Gender: Male

Marital Status: Single  
Nationality: India

### Address:

THIRUMALAI NAGAR 19TH STREET  
Kavankarai, Puzhal

CHENNAI - 600066, Tamil Nadu

## Declaration

I, YUVARAJ K, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



CHENNAI , Tamil Nadu



YUVARAJ K