Name :

DISHA MARITA KOTH

Objective :

To Work in your organization where I can apply for the best of my knowledge in progressive development of your organization and myself.

Work Experience :

St. Milagres Credit Souhardha Co-Operative LTD

Senior Assistant Accountant (03.10.2017 to 29-02-2024).

Duties and Responsibilities:

- Managing daily petty cash transactions.
- Reconciliation of cashbook and bank passbooks & preparing bank reconciliation statements.
- Clearance of cheque, demand drafts (DD), and processing payments through RTGS/NEFT systems.
- Managing & verifying cash transactions accurately and efficiently.
- Managing Customer on boarding process:
- i. Providing product and service information to customer.
- ii. Collecting and verifying documents to complete KYC process.
- iii. Completing account application process.
- iv. Customer id creation & account opening.
- v. Product enrollment.
- Managing KYC process by collecting and verifying documents like adhaar card, pan card, residency card, photo & signature, checking references and monitoring customer transactions.
- Processing loan payments, deposits, withdrawals, and other monetary transactions.
- Providing excellent customer service and maintaining strong customer relationships.
- Resolving customer issues effectively.
- Marketing bank products.
- Issuing all type loans and handling recovery of loans by via call, mails & sending notices.
- Managing e-stamping of bonds.



<u>Contact:</u>



Near to Safa Al Madina supermarket,Al Hamriya,Al Fahidi, Dubai.



+971 50 8758332



dishamaritakoth@gmail.com

Languages:

English, Hindi, Kannada and Konkani

<u>Personal Strength:</u>

- Highly motivated and eager to learn new things.
- Goal Oriented
- Computer Skill
- Good Communication Skill
- Better Time Management capability.
- Hard work and Dedication
- Can work efficiently in a group, as well as Individual.
- Quick learner.

- Assisting customer with bank account opening & closing operations along with banking products and services.
- Preparing month-end, quarter-end, and year-end reports and schedules.
- Maintaining accurate records and filing documentation in compliance with regulations.
- Collecting customer feedback by sending follow up emails.
- Collecting, analyzing and summarizing statement of account information.
- Handling various money transfer Services (VAS) including:
- i. Western Union money
- ii. MoneyGram
- iii. Transfast
- iv. Ria Money Transfer
- v. Royal Exchange services
- Cross-sold services to meet customer needs.
- Managing health card facilities and registration processes.
- Managing Life insurance policy, premium payments and collection.

Education :

2016 – B.Com – Mangalore University

2012 – PUC – Holy Redeemer P U College, Hosanagara

2010 – SSLC – Holy Redeemer High School, Hosanagara

Additional Qualification :

- Diploma in Computer Application.
- Tally Erp 9

<u>Personal Information:</u>

DOB : 9th Jan 1995 Marital Status : Married Passport Number : N4189339 Visa Status: Spouse Visa

(Available to Join Immediately)