

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.

Contact:



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



+971 50 8758332



dishamaritakoth@gmail.com

Languages:

English, Hindi, Kannada and
Konkani

Personal Strength:

- 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.

- Diploma in Computer Application.
- Tally Erp 9

(Available to Join Immediately)