



JISHNU SHAJI

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PROFESSIONAL SUMMARY

Dedicated and resourceful individual with more than 6 years of proven experience in Banking environment as a Bank clerk, with outstanding knowledge about accounting and related activities. Works to increase success through effective work strategies and customer services. And willing to take on greater responsibilities.

WORK HISTORY

BANK OFFICE CLERK 04/2018 to 08/2024

Urban Co-operative Bank, Muvattupuzha, Kerala, India

- Accepted payments on bank loans and updated accounts with changing balances.
- Educated customers about remote banking tools to improve customer service and reduce burden on in-person team.
- Helped customers complete credit card and general bill payments in-person or via online banking system.
- Stored confidential information safely and securely in line with bank protocol.
- Processed transactions by assessing accuracy and completeness of information.
- Processes cash, cheque, credit and debit payments accurately and efficiently
- Assisted accountant in managing accounts receivables and payables to support book keeping practices
- Attended meetings, recorded minutes and provided detailed summary to department
- Supported businesses to achieve budget goals by tightening financial controls.

SKILLS

- C C Banking software
- Accounting systems and software
- Tally E R P 9
- M S office & related software
- Bulk filing
- Bank data entry
- Customer compliance
- Internet banking
- K Y C procedures
- Consumer banking
- Customer management
- Problem solving

EDUCATION

Bachelor of Commerce: Computer Application, **06/2015 to 03/2018**

MAHATHMA GANDHI UNIVERSITY - KERALA, INDIA

High School Diploma: Commerce, **06/2013 to 03/2015**

Govt. H.S.S Ooramana - Kerala, India

LANGUAGES

English

Fluent

Malayalam

Native

Hindi

Intermediate

PERSONAL DETAILS

Date of Birth / Age: 15/04/1998

Marital Status: Single

Nationality: Indian

Passport: X 9060299

REFERENCE

Available upon request

DECLARATION

I hereby declare that all the above furnished information are true to my knowledge and belief.