H J SAGAR

sagarhj719@gmail.com 9985579021

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| **CARRIER OBJECTIVE** |

To work in challenging and responsible position where I can put my best efforts and knowledge to reach the respective company’s goals and objectives, also to update myself with the latest technologies, so as to enable myself to establish in future.

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| **EDUCATIONAL QUALIFICATION** |

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| **Course** | **College / School** | **University** | **Year** |
| PGDM / MBA (Finance) | ICBM - School of Business Excellence, Hyderabad | Approved by AICTE | 2017 - 2019 |
| BBM | St. Joseph’s Degree College, Kurnool | Rayalaseema University | 2012 - 2015 |
| M.E.C | Sri Sai Junior College, Anantapur | Board of Intermediate Education | 2010 - 2012 |
| SSC | Keshava Reddy Concept School, Anantapur | Board of Secondary Education |  2010 |

* Completed 3 months Financial Analyst Training Program (FATP) at RVM Finishing School of Finance (an ISO 9001:2015 certified company)

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| **SKILLS** |

* Hands on Experience in Advance Excel (VLOOK UP, IF FUNCTIONS, PIVOTS, INDEX MATCH), Microsoft Word, PowerPoint and Outlook.
* Hands on experience in Financial Reporting and Analysis for companies by analysing data from Annual report, 10K & 10Q filings
* Good Understanding of Financial Statements (Building Income Statement, Balance Sheet & Cash Flows on Excel)
* Knowledge of Financial Markets, Derivatives, Bonds and Mutual Funds
* Proficiency in grasping new managerial concepts and utilizing them in an effective manner

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| **PROFESSIONAL EXPERIENCE** |

**ICICI BANK (HYDERABAD)**

**Designation: Deputy Manager (April 2019 to December 2019)**

**Areas of Responsibilities**

* Handling of cash receipts and payments and ensuring transactions are carried out within the prescribed TAT without errors.
* Processing and follow up for admin related bills/payments.
* Management of clearing/collection cheques/FCY cheque collections.
* Executing of funds transfer and error free retail FX transactions processing.
* Preparation of voucher batch ticket for the day.
* Preparing EOD report in a daily basis.
* Proving financial solutions to the priority customers and ensuring value added services.

**Cognizant Technology Solutions India Pvt Ltd (Hyderabad)**

**Designation – Process Associate (March 2016 to August 2017)**

**Areas of Responsibilities**

* Workedwith Mortgage Domain for different clients, dealt with Tax information and provided tax services.
* Calling taxing authorities to procure the tax amount and disbursing the taxes.
* Validating the payment status from taxing authorities daily when required.
* Performing audit and providing process trainings for all core functions and shadowing new joiners by giving floor support.
* Attending daily calls with the clients & cheque report of the entire team and help them to regulate the errors.
* Maintaining the current data accurately and investigate errors happened in the past without affecting the borrowers by determining liabilities.
* Preparing/submitting MIS report on daily basis.
* Keeping an eye on new procedural updates and updating the complete team as applicable.

**Key Accomplishments**

* Awarded “Certificate of Recognition’’ – Awarded Spotlight award for the month of December in 2016 for exemplary focus on performance excellence.
* Awarded “Certificate of Recognition’’ – Awarded Unicorn award for the month of March in 2017 for Spearheading high performance and quality.

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|  **SUMMER INTERNSHIP PROGRAMME** |

* I have completed my 2 Months (May 2018 to June 2018) Internship at **S&P Global** in Market Intelligence as a Research Analyst on Corporate Data.
* I have done my project on Fundamental Analysis of TATA MOTORS.

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| **PERSONAL PROFILE** |

Father’s Name : H J Venkoba charyulu

Date of Birth : 22/05/1995

Gender : Male

Languages Known : Telugu, Kannada, Hindi & English

**DECLARATION**

I here declare that the above information furnished is correct to best of my knowledge.

 **Date: 03-10-2020**

 **Place: Hyderabad. (H.J. SAGAR)**