

Handled various financial transactions at branch including Rescheduled loans and conducted (Installment deferral& account freezing, settlement of dues and arrear payment, KYC and customer due diligence CDD, processes of opening new accounts for new customers, loan – applications, credit assessment, account reconciliation), prepared letters and conducted external-visits to follow up collection of unpaid loans and installments, prepared monthly report tracking unpaid installments and loans due dates to the departmental head, maintained financial records, detected& resolved financial .discrepancies, tally all accounts daily and balanced them during financial year end