

**1. Job Title : Junior Executive - Operations****Department - Operations****Location: Chennai/Mumbai/Nagpur/Vizag****Summary:**

Yalamanchili is seeking to hire a skilled person to carry out the day to day activities in operations team, download and prepare reports in line with agreed schedule Respond quickly and effectively to Customer emails and telephone calls. The selected individual will go through a complete Background screening.

**Job responsibilities**

- Monitoring the banking transactions
- In case of transaction failure, following the escalation matrix and informing the same to the respective teams.
- Preparing the MIS Reports on daily basis.
- Coordinating with internal departments and clients.
- Communicating issues via appropriate department contacts.
- Providing the 1<sup>st</sup> level analysis or temporary solution for the issues.

**Required Skills:**

- Required to perform the day to day activities in Operations.
- No prior Experience is necessary
- Good communication skills.
- Flexible in shift working and also in night shifts.
- Ability to learn and continuously improve their skill sets
- Diploma Holder/B.Com/B.sc (CS) degree holders are encouraged to apply.