



Saurabh Sunil Ambonkar

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- ❖ To obtain a challenging position in an organization where my resourceful experience and academic skills will add value to organizational operations.
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Profile Brief

- ❖ Currently working at Eclerx services Ltd as Senior Data Analyst since May 2019.
 - ❖ Worked as Trainee clerk in Mumbai District Central Co-Op Bank Ltd, Mumbai. Having experience in Branch Banking Operations & Customer Servicing
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Career Contour

Company Name: eClerx Services Ltd

Designation: Senior Data Analyst (since May 2019)

Responsibilities (Operations & Back Office) :

- Provide support and maintenance to existing management information systems (MIS).
- Generate timely and accurate reports for analysis. Handling the back end operations works.
- Preparing MIS on Daily / Weekly & monthly Basis.
- MIS reporting by using MS Excel at Operational level. Preparation of various MIS.
- Generating & maintaining day to day MIS Data and updating the management.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
- Preparing Monthly and Quarterly business review presentations.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.
- Ability to work for long hours and deliver results within reasonable timeframe to ensure client satisfaction.
- Generate both periodic and ad hoc reports as needed.
- Providing training to juniors.
- Experience in handling International clients.
- Dedicated to finishing projects by or even before the set deadline.

Company Name: Mumbai District Central Co-Op Bank Ltd, Mumbai
Designation: Front Office Executive / Trainee Clerk (October 2018 to April 2019)

Responsibilities (Operations & Back Office) :

❖ **Repayment Execution Process:**

- Segregate Repayments pouches as per repayment modes ECS/SI/PDC/NPDC.
- CTS cheques entries in Datamate software for clearing process / repayment modes.
- Vaulting/Storage of repayments in Vault. □ Update inward /outward Register.
- Pull out the PDC's from the vault for banking.
- Ensuring smooth processing banking for all repayment modes PDC, ECS, SI.
- Updating cheque bounced status in the customer's statement of account and informing them.
- Co-ordination with customers for solving queries related to account.
- Handled Process Of Taking Monthly loan Installment, Monthly interest of Gold Loan, payments and transfer cheques.
- Account opening Experience in :
 - Saving Accounts (Individual And Housing Societies)
 - Current account
 - Gold loan
 - Housing loan for MHADA

❖ **Disbursement process :**

- Customer Acknowledgment handed over to the customer.
- Cross check all KYC of customer
- Cross check on loan details ROI, PF, Tenure etc. with approvals. Any deviation on this to be documented in the file.
- Loan agreement and schedules should be completely filled with borrower and co-borrower signature.

IT SKILLS & Certifications

- Proficient in MS Office, Microsoft Excel (Basic and Advance), Microsoft Word, Microsoft Power point Microsoft Outlook.
- Knowledge of Recording Macro in Microsoft Excel.
- Knowledge of Microsoft Power BI.
- Certification in Microsoft Excel – Excel from Beginner to Advanced from Udemy.
- Certification in Microsoft Excel – Advanced Excel Formulas and Functions from Udemy.
- Certification in Effective use of Outlook from Udemy.
- Certification in Microsoft Excel – Data Analysis with Excel Pivot Tables.
- MS-CIT

Academic Credentials

Academic Performance		
Name of Examination	Institution	Percentage
B.E(Electronics And Telecommunication)	Padmabhushan Vasantdada Patil Pratishthan's College Of Engineering,Mumbai	74.38%
H.S.C.	Maharshi Dayanand College	74.83%
S.S.C.	S.S.M. Shivaji Vidyalyaya	92.00%

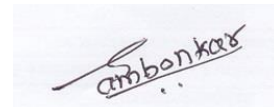
PERSONAL SKILLS

- Strong analytical thinking, problem solving, creativity.
- Proactively working as a member of a team.
- Ability to work under pressure. Excellent problem resolution skills.
- Work well as a member of a team & in isolation. Interpersonal skills and team-work ability.
- A keen approach to learning. Skilled at handling documentation.
- Learning new technologies and keeping abreast of market developments.
- Ability to grasp technical concepts quickly and easily.

Personal Dossier

Permanent Address : B/210,Mangalmurti Building,Dattaram lad Marg,Kalachowki,Mumbai-400033
Date Of Birth : 03rd November 1995
Languages Known : English , Marathi, Hindi
Marital Status : Un-Married
Hobbies : Listening Music,Reading News Papers

Place : Mumbai



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