

SEEMA SUBHASH KUDTARKAR

Contact Address : 18/9, Laxmi-Nivas Mirashi Nagar, Near Ankur Hospital,
Kanjur Marg (East), Mumbai – 400 042.

Contact No. : 8108785927

Email Id : sskudtarkar1990@gmail.com

Date of Birth : 6th August, 1990

Gender : Female

OBJECTIVE:

To work in an esteemed organization where I can get an opportunity to show my capabilities and get an appreciation for the same and continue to its prosperity through my hard work and practical knowledge gained so far.

EXECUTIVE PROFILE:

- Competent & diligent professional with over 2 years of experience in managing Operations, Quality Assurance, Team Leadership, Customer Satisfaction while managing and understanding competition, consequently achieving and providing high standard customer services, currently spearheading functions as Junior Officer with HDB Financial Services Associate of HDFC Bank.
- A keen planner and strategist with proven abilities in addressing operational issues, resolving performance bottlenecks with expertise in devising policies & plans for improving business performance and achieving desired objectives and organizational growth.
- Demonstrated capabilities in managing process verticals with strong background in implementing process improvements and quality initiatives for desired performance levels.
- Exceptional consensus building, negotiation and interpersonal skills, analytical mind & comprehensive problem detection/ solving abilities with proven ability of achieving service delivery/process targets.

SYSTEM KNOWLEDGE:

Flex cube ☐ Idea ☐ Form Tracking System (FTS) ☐ Salary Upload ☐ CCDI

CAREER GLIMPSE:

- ❖ **Organisation :** HDB Financial Services (Associate of HDFC Bank Ltd.)
Duration : Since 1st July 2013
Post : Junior Officer (Retail Liability Operation at Central Processing Unit)

Quality Check Unit:

Job Profile and Responsibilities:-

- Generating various types of QC reports through utility and taking necessary action on it.
- Doing QC for various types of account opening/Instructions processing.
- Involved in smart account opening QC which is the new activity.
- Maintaining activity MIS of QC Reports and publishing to Head of Department
- End to End tracking for rectification
- Maintaining Error Log in the Error Log System
- Tracking & promptly resolving outstanding issues while leading to better control to enhance overall operational efficiency.
- Providing suggestions regarding process and system improvement.
- Responsibly ensuring total customer satisfaction by providing quality service that is error free, submitted in a timely manner and communicated effectively.

Re-KYC Unit:

- Task role involves in Re-KYC updation in core system.
- Verifying of KYC (Know Your Customer) Documents.
- Task role involves in uploading of customer AADHAR Number in core system.
- Handling of NRI/Generic ReKYC email id.

Salary Upload Unit:

- Checking of availability of the funds in the dummy.
- Processing the salary request.

Msign Unit:

- Updation of signature change instruction in the core system.
- Processing of Name addition/deletion request.
- Updation of signature cases in signature verification system.

Death Claim-PMJJBY/PMSBY:

- Verification of death claim forms.
- Maintaining the MIS of claim form received in DFS format.
- Tracking of death claim settlement.

- ❖ **Organisation : Nalawade & Associates (Chartered Accountant Firm)**
Duration : From 26/7/2011 to 26/01/2012 (6 Months)
Post : Office Assistant cum Junior Accountant

Job Profile and Responsibilities:

- Purchase -Sales Entries.
- Journal Voucher Payment.
- Bank Statement Entries.
- Preparing Computation of Income.

- ❖ **Organisation : M/s. Pradhan Phadke & Associates (Chartered Accountant Firm)**
Duration : From 02/4/2012 to 15/06/2013
Post : Audit Assistant
Company : Axis Bank Ltd. (CFH)

Job Profile and Responsibilities:

Concurrent Auditor of Axis Bank in Channel Finance Hub (CFH) Department.
(IN FINACLE SOFTWARE)

- Verifying Daily Discounting Request of Corporates, Disbursement of New Account.
- Also verify invoices of Dealers of Corporates.
- Checking new accounts open of various Corporates & Dealers.
- Preparing monthly report.

Language Known:

English, Hindi and Marathi.

Academics:

| Examination | Year of passing | Name of University / School | Percentage |
|-------------|-----------------|---|------------|
| B.Com | 2011 | Mumbai University | 65.14% |
| H.S.C. | 2008 | Mumbai University | 62.17% |
| S.S.C. | 2006 | I.E.S Secondary School, Bhandup, Mumbai (SSC) | 66.80% |

Computer Skills:

Typing Skill :

ENGLISH TYPING SPEED 30 wpm

Applications :

MS Office Vista 2007

MS – Excel, Word, PowerPoint, C- Programming, My-Sql.

Accounting Package :

- Tally 9.0 & Tally ERP

Skill & Expertise:

- Desire to grow, develop and achieve the target.
- Excellent communication skills, good presentation / negotiation skills & problem solving abilities, good interpersonal skills.
- In dept knowledge & hands on experience excellent PC Skills.

I will be highly grateful & work sincerely if you consider me from above mentioned subject in your Organization.

REFERENCES:

Will be furnished on request.

DATE :

PLACE : MUMBAI

Miss. Seema Subhash Kudtarkar