

Resume

SATISH SHANTILALJI KANKARIYA

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Objective

Seeking a career where I would best use and future develop my analytical and interpersonal skills as well my knowledge.

Professional Experience

Company: HDFC BANK LTD (From April 2012 to Till Date)

Department: Prepaid Card Department

Responsibilities:

- Handling Forex transactions of Corporates and operation work.
- 1) All Cam Corporates:-
 - i) Arrange forex cash & card delivery, taking care of card loading,
 - ii) Taking payment follow up.
 - ii) Processing knock off
- 2) All Direct Debit Corporates:-
 - i) Arrange forex cash & card delivery, taking care of card loading,
 - ii) Making invoices.
- 3) Making All corporate MIS
- Handling FFMC card loading and maintaining FFMC MIS.
- Sending outstanding details to FFMC.
- Making FFMC commission invoices on monthly basis.
- Handling of whole INR products:-

- i) Money Plus , Food card, Gift card indenting as per request
- ii) Processing Loading for Food, Gift , Money plus cards.
- iii) Making Invoices for Food , Gift card loading

- Help to branches to solve their queries related to Forex as well as INR.
- Responsible for All service related work, handling customer queries and escalations if any.

Company: HANJER Bio Tech Energies Pt Ltd. Jalgaon. (May 2009 to Nov 2011)

Summary of Company:

- 100% Indian company.
- Well know in manufacturing organic manure & Fuel Bricks.

Responsibilities:

- Management of account & sales data and generating reports till eight months after joining the organization.
- Got promotion as a plant in charge to handle the production, quality, store etc.
- Time to time making & sending purchase orders to suppliers.
- Responsible for complete accounts department activities.
- As & when required making reports and submitting to senior management.
- Looking the activities for production and quality improvement.
- Handling all commercial & corporate documents & controlling all the issues.
- Capable to deliver dispatch targets.
- Handling all kind of visits like corporate, educational etc to my company.

Technical skill set

Basic knowledge of computer application like MS office, ERP system.

Academic Profile

M.Com :	Nutan Maratha College, Jalgaon, (June 2010)
B.Com :	Baheti College, Jalgaon, (June 2008)
H.S.C. :	Nutan Maratha College, Jalgaon, (Jun 2004)
S.C.C.:	Maharana Pratap Vidhyalay, Jalgaon, (Jun 2002)

Professional summary

- Ability to Quickly Master new concepts, Applications and a Team player.
- Quick learner and quick adept at multitasking.
- Have good analytical knowledge base.

Strong Capabilities

- Responsible
- Hardworking
- Ready To Accept Challenge

Personal Details

Date Of Birth:	25 Aug 1986
Father Name:	Shantilalji Kankariya
Marital Status:	Unmarried
Gender:	Male
Language:	English, Hindi, Marathi, Marwadi
Hobbies:	Reading Books, Playing Cricket & Chess

Declaration

I hereby declare that above mentioned information is true to the best of my knowledge.

Place : Pune

Date :

Satish Kankariya