

Venkatesh Salla

Hyderabad, India

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Banking Operations & Sales Professional

3 years experience in Banking Operations & Sales

4 years experience in Sales in BFSI and Automobile Industry Verticals

OBJECTIVE

Seeking a challenging and responsible position in a reputed Banking Organization where my functional skills & competencies in the Banking Operations domains can be effectively used for contributing to the success of the organization and can be further enhanced for mutual benefit

PROFESSIONAL SYNOPSIS

- ☛ Competent & resourceful Operations professional with **3 years of demonstrated success** in the **Retail Banking domain** with excellent understanding of business dynamics
- ☛ Presently associated as **Junior Officer – NRI Services & CA Services Inbound** with **ICICI Bank Ltd.** handling Operations
- ☛ Proficient in handling **end-to-end branch banking operations**
- ☛ Expertise in handling **Account Opening & Modifications**
- ☛ Proficient in handling **Issuance, Sales & Purchase of Travellers Cheques**
- ☛ Good knowledge & experience in opening **NRI FD/RD**
- ☛ Very good experience in handling **Issuance, Sales & Purchase of Foreign Currency**
- ☛ Excellent exposure in **Process Compliance & Management**
- ☛ Good proficiency in **Sales of Banking Products – Current Accounts, Other Banking Products**
- ☛ Exposure to and experience in **Customer Relationship Management**
- ☛ Versatile and multi-skilled with ability to **manage multiple responsibilities** simultaneously, achieve defined goals & objectives, an effective communicator with **Strong Analytical, Problem Solving & Organizational Skills**
- ☛ An experienced **Self Starter and Team Manager** with keen attention to Organization needs and details

MANAGEMENT SKILLS

- ✓ Hands on Banking Operations professional
- ✓ Expertise in handling end to end banking operations
- ✓ Analytical & logical thinking
- ✓ Solution oriented thinking
- ✓ Time driven delivery ability

CORE COMPETENCIES

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|----------------------------------|------------------------------------|
| • Banking Operations | • Banking Processes |
| • Process Improvements | • SOX Compliance |
| • Account Opening / Modification | • Risk Assessment |
| • Travellers Cheques / Forex | • Expertise in KYC |
| • Inspection & Verification | • Transfer / Repatriation of Funds |
| • Liaisoning | • Customer Relationship Management |

ACADEMIC CREDENTIALS

- **Pursuing Post Graduate Diploma in Business Management (PGDBM), Central University, Hyderabad, 2014**
- **Bachelor of Science (B. Sc) specializing in Physics & Computer Science, Kakatiya University, 2003**
- **Intermediate, Board of Intermediate Education, Andhra Pradesh, 1988**

IT SKILLS & PROFICIENCY

Banking Softwares	:	Finacle
Operating Systems	:	Windows OS
Application Packages	:	MS Office

CAREER SUMMARY

ICICI Bank Ltd. , Hyderabad Junior Officer – NRI & CA Services Inbound	Jun'11 till date
Kotak Mahindra Prime Ltd. , Hyderabad Sales Executive	2009 – 2011
Orange Auto Pvt Ltd. , Hyderabad (Premier Partner for General Motors India Ltd.) Sales Consultant	2 Years

PROFESSIONAL EXPERIENCE

ICICI Bank Ltd. , Hyderabad Junior Officer – NRI & CA Services Inbound	Jun'11 till date
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Responsibilities

- ☞ Be responsible for handling various responsibilities in back end banking operations
- ☞ To be responsible for handling Account Opening & Account Modifications
 - ⇒ Account Opening - NRE/NRO/FCNR/Student/Seafarer
 - ⇒ Account Modification - Conversion of Resident to NRO/Transfer of Account
- ☞ Responsible for issuance, sales & purchase of Travellers Cheques
- ☞ To handle Foreign Currency – Issuance, Sale & Purchase
- ☞ Be responsible for opening of NRI FD/RD
- ☞ To add, update and cancel Mandate Holder
- ☞ To upgrade normal NRI Accounts to NRI Edge
- ☞ Be responsible for Transfer of Funds/Repatriation of Funds
- ☞ Experience in handling Sales & Activation of Current Accounts
- ☞ To ensure error free operations
- ☞ Responsible for ensuring Operations within TATs
- ☞ Additionally, be responsible for
 - ⇒ Internet Banking
 - ⇒ Bill payment registration
 - ⇒ Money to India registration
 - ⇒ How to transfer funds from overseas
- ☞ To generate MIS & field reports
- ☞ To comply with reporting methodology on regular as well as on need basis

Achievements

- ✓ Awarded **Certificate of Appreciation** from RH Achievers Club for **Spectacular Performance on Float**, Dec'13
- ✓ Awarded **Certificate of Excellence** for Sourcing NRI Accounts, Nov'12

Kotak Mahindra Prime Ltd. , Hyderabad Sales Executive	2009 – 2011
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Responsibilities

- ☞ Responsible for sales of Auto Loans through Channel
- ☞ To handle Dealership Point for Auto Loans
- ☞ Responsible for selling the products and services to prospective customers
- ☞ To prospect, identify new customers for selling Auto Loans
- ☞ To recruit new executives regarding product and sales; Impart training on products & process
- ☞ To ensure accurate documentation – audit the Documentation before final disbursement of Loan
- ☞ Providing hassle free purchase to customers with best service
- ☞ To coordinate between sales and operations department
- ☞ To plan and conduct promotional campaigns like test drives to enhance sales and generate prospects
- ☞ Be responsible for market intelligence - Competitor Products, Schemes etc.
- ☞ To comply with reporting methodology on a regular as well as on a need basis

Orange Auto Pvt Ltd., Hyderabad
(Premier Partner for General Motors India Ltd.)
Sales Consultant

2 Years

Responsibilities

- ☞ Responsible for sales of Passenger Cars of Principal, General Motors
- ☞ To identify new customers, explain specifications / features of the cars and convert sales
- ☞ To conduct promotional campaigns like Roadshows, Direct Selling etc. to generate prospects
- ☞ Responsible for analysis of prospects funnel to increase sales
- ☞ To coordinate with finance companies to provide Auto Loans to Customers
- ☞ Be responsible for showroom ambience
- ☞ To handhold customers till delivery of the vehicle and provide customer delight

HOBBIES & INTERESTS

- ❖ Sports Enthusiast
- ❖ Listening to music
- ❖ Morning Walk & Jogging
- ❖ Gardening

PERSONAL DOSSIER

Date of Birth	:	17 th June 1983
Marital Status	:	Married
Languages known	:	English, Hindi & <u>Telugu</u>