

MIS :- Update Management information system.
Carrying out daily **Reconciliation** of Nostro a/c's. & reporting to CH.

Account Opening form Verification:-

KYC documents verification, check all exceptions. Follow the rules & regulations of KYC & AML.
Account opening Form scanning, Barcoding & Dispatched within TAT.

Retail Asset Operations:

Disbursement of Vehicles loan files,
Loan Agreement and documents verification, checking of KYC documents without exceptions.

CSO (Customer Service Officer) CSD Pune Br.

Resolve all queries of Customer related to Vehicle loan, Personal loan, and provide all information of Bank product to customer.
(loan Closure , Partial payment , foreclosure , PDC Chqs Swapping, ECS , NOC , issue various types of statements.)

HD

FC BANK LIMITED- Narayangaon Maharashtra 08 Feb to Till Date
Grade: Wholesale Banking Clearing House Operation

My Job Profile includes:

1. Handling and processing Narayangaon Bankers Clearing House operations.
2. Doing all Banks Settlement through Clearing House ECCS Software.
3. Knowledge of Express Cheque Clear System Service Bank Module.
4. Knowledge of Express Cheque Clear System Branch Module Bank Module.
5. Monthly reporting to RBI.

My Job Profile includes:

- 1 Processing and Monitoring part of clearing , CMS
- 2 Handled inward and outward clearing Operations and also having experience of Clearing house –Counter present ,manual clearing , MMBCS and ECCS
- 3 Experience of day to day Branch Banking Operations

- 4 Handling Corporate Customers Queries
- 5 Giving balances, statement to customers for specific period.
- 6 Operational working of New issues (IPO) of Equity shares and Mutual Funds.
- 7 Inputting inward - outward cheques into Excel.
- 8 Monthly reporting to cluster region , all MIS Regarding Volume Report, Link Issues , Responsibility for 5S in branch
- 9 Maintaining Inward Outward Register.
- 10 Reconciliation.

Computer Skills:

MS-CIT , Tally 5.4, 7.2, 9.0 , Experience to operate multiple Systems

Personal Profile:

| | |
|-----------------|--|
| Name | : Mayur Anil Mande |
| Date of Birth | : 09-SEP-1987 |
| Gender | : Male |
| Marital Status | : Single |
| Languages known | : Marathi, Hindi, English |
| Hobbies | : Playing, Singing, Music, Event Management. |
| Address | : A/p : Narayangaon, Pune |

I hereby declare that the above mentioned information is correct up to my knowledge & I here the responsibility for the correctness of the above mentioned particulars.

Place: Narayangaon

Date : 30/03/ 2015



Mayur Anil Mande

Resume

Mayur anil mande

Email Id: mayurmande9@gmail.com

Contact No-7709235050

Objectives

A Career in Banking / Finance Department and to enter in challenging environment to contribute the organization with my personal abilities.

Strengths

Always ready to take new Responsibilities.
Team facilitator never hesitate in taking initiative

Educational Qualification

| Examination | University / Board | Year of passing | Remark |
|-------------|--------------------|-----------------|-------------|
| B. Com | Pune | Mar / Apr 2009 | First Class |
| H.S.C. | Pune | Feb / Mar 2006 | Pass Class |
| S.S.C. | Pune | March 2003 | Pass Class |
| G.D.C.&A | Pune | May 2009 | Pass Class |
| M.Com | Pune | Apper | - |

Apply to the C.S.

Apply to the 'Certificate Examination in AML-KYC' of Indian Institute of Banking & Finance'

Work Experience: 4 Year

ADFC Pvt Ltd (Associate of HDFC Bank Ltd) : 08-Feb-2011 to till date.

[ADFC Pvt. Ltd is a Business process Associate of HDFC Bank Ltd., Where in ADFC supports day to day operational activities of HDFC Bank Ltd. Br. Narayangaon]

My Job Work Profile:

CMS/Clearing Data Processor(Junior Officer)

Inward clearing :- Process of all inward clearing Cheques within cutoff timing without exceptions.

Outward clearing:- Verification of all entries before presentation in Outward Clearing.

CMS Operation:- ensure timely presentations of cheques received for collection after due verification and related activities.

CBS & At par Warrants cheques clearing:- Process of all CBS & At par Warrants instruments and Funding sheets updating.

Remittance :- Issuance of instruments like DD/MCs etc as per prescribed process

RTGS & NEFT:- of Banks & Customers. Fund Transfers,