Sumit Dattatray Shinde

Citizenship: Indian • Date of birth: 01 July 1987

Contact

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Career Objectives:

"Aim to be associated with an organization that gives me scope to update my knowledge and skill with the latest trends and to be a part of the team".

Education

Qualification	College / Univeraity	Class	Year of Passing
MCM	Institute of Management & Career Courses, Pune(IMCC)	Second class	2010
BSC	Wadia Collage,Pune	Higher 2nd class	2008
HSC	Maharashtra Board	Second class	2005
SSC	Maharashtra Board	First Class	2003

Work Experience

Currently Working with – HDFC Bank Ltd.

- **Designation:** Senior Executive, Prepaid Card Operations (Foreign Exchange, Gift card, money plus card, food card).
  Location – Pune

- **Work Period:** 24-OCT-2011 to present (39 Months)

- **Job Responsibility :**

➢ Collection of Forex payment from corporate customers.

➢ Maintaining corporate customer's collection data.

➢ Give updates to Supervisor for the ageing of each corporate customer.

➢ Raise invoice for Forex transactions.

➢ Creating & Maintaining relations with corporate customer.

➢ Creating corporatewise portfolio & MIS for daily Forex business.

➢ Co-ordinating & arranging Forex for corporate employees.

➢ Courtesy calls with corporate for queries related to Credit & payments.

➢ Processing for branch funding for foreign currency (Cash).

➢ Handling INR Cash and Foreign Exchange.

➢ Processing for DD and NEFT against Forex Card encashment.

Worked With : Hotel Ranjeet Pvt. Ltd.

Designation : Assistant Manager

- Work Period : 1st Dec 2006 to 31st Mar 2011 (4.3 years)

- Job Responsibility :

  > Customer Booking
  > Banquet Booking
  > Billing
  > Customer Handling
  > Cash Handling
  > Cash volt Handling

Key Skills

Proficient or familiar with the following Concepts / Tools:

  > Making business relations trough Interpersonal Skills and Presentation skills
  > Knowledge of forex business with its operations part
  > Knowledge of various banking products
  > Manual Testing
  > QTP (Quick Test Professional)
  > QC (Quality Center)
  > Selenium
  > LoadRunner
  > SQL Queries
  > C Programming Language

Microsoft Office.

MS EXCEL - V LOOKUP, CONCATENATE, SUMIF ,SUM ,AVERAGE

Operating System – Windows - 98, 2000.

Projects Undertaken

MindScripts Technology Training Solutions
Duration: 1 month
In-Flow Inventory Management System
Project Description

InFlow Inventory Management System is primarily used for specifying and identifying stocked goods, replenishing depleted stocks and tracking movement of stocked goods. The scope of InFlow Inventory Management system involves replenishment lead time, carrying costs of inventory, Inventory valuation, inventory visibility, physical inventory, replenishment and demand forecasting.

Roles and Responsibilities:

o Understanding the requirement specification for the product and deriving Test Cases
o Deriving and preparing test data
o Executing Test Cases and create Defect Logs
o Involved in Manual Testing of applications
o Defect Reporting & Tracking using Quality Center

MCM Final Project
Duration: 2 months
Library Management System
Programming Language: VB.net

Activities

➤ Volunteer For State Level Seminar – (University Examination Reforms.)
➤ Hindi RashtrabhashaFirst Exam Passed With B Grade.
➤ Organize and participated in school and college functions.
➤ Attended National level conferences regarding Management
➤ Participated in dance and drama in school.

Languages

	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

Declaration

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

Place: - Pune   Yours Sincerely
Date: -

                                                              (Sumit Shinde)