

Name: RAKESH KUMAR
PARIDA

- Accurate Institute Of Management And Technology, Greater Noida
- Cell Phone
Number: 8802890290
7504090324
- E-Mail:
rakesh.parida007@gmail.com
- Current Address:
Sankarpur, Paniapara,
PO-Arunodaya market,
PS-Badambadi PIN-
753012

Personal Information

- Father's Name: Ajaya Kumar Parida
- Date of Birth: 02/10/90
- Sex: Male
- Nationality: Indian
- Passport No: J8017191
- Marital Status: Unmarried
- Languages Known: English, Hindi, Odia
- Hobbies:
To read news paper
To ride bike with friends
To travel with my family
- Strength:
Attention to Detail, Team Player, Quick learner, Self motivated

CURRICULUM VITAE



Career Objective:

To seek a challenging position in a progressive organization that gives me the opportunity to utilize my skills and knowledge in accordance with latest trends.

Professional Experience:

Company's Name: YES bank Ltd
Duration: 9th Jan 2014 to 1st Sep 2015

Designation: Branch Service Partner
Reporting to: Branch Manager

Key Responsibilities:

Branch Operations:

- ◆ Handling processing of forged notes as per the process. (FIR filing etc.)
- ◆ Ensuring error free operations in all manners.
- ◆ Functioning as a Vault custodian.
- ◆ Cash handling, deposit entries, withdrawal entries, RTGS, NEFT. Fund transfers
- ◆ Teller counters supervision.
- ◆ Checking/ monitoring of EOD reports.
- ◆ Looking after outward clearing, fund transfers, and Outstation cheque to be sent to CMS for clearing.
- ◆ Ensure smooth operation of branch.
- ◆ Ensure adhering of process & guidelines for a satisfactory Audit.
- ◆ Preparations of various MIS, Daily, Weekly, Fortnightly reporting,
- ◆ On the job training of new joiners.
- ◆ Various tax payments handling i.e. Service Tax, income tax, property tax
- ◆ Salary upload of corporate
- ◆ Demand Draft issuance
- ◆ Outward/Inward foreign remittance.
- ◆ Cash offload/Indent
- ◆ Fixed deposits, account opening, form 15 G/15 H completion.
- ◆ Processing of customers instructions i.e. contact details update, address change, nomination change, New Debit card, net banking, and mobile banking, email updation, e-statement request. Account statements.

- ◆ Taking care of vendor payments, vendor bill reconciliation.
- ◆ Various branch payments against services taken from different service providers, vendors.
- ◆ Suspense account monitoring.
- ◆ Important GL accounts monitoring and timely reconciliation.

Vendor Management:

- ◆ Vendors management, vendor payments, branch petty cash & suspense account handling
- ◆ Branch Admin & Infra related issues handling
- ◆ Timely payments to vendors
- ◆ Timely performance review of vendors

Customer Service:

- ◆ Ensuring prompt customer service is delivered to the customers always.
- ◆ Customer query handling, complaint handling
- ◆ Resolving all complaints received (self, branch, other units) within the stipulated time.
- ◆ Promoting all direct banking channels and ensuring that the customers are utilizing the same.
- ◆ Walk in customer query handling
- ◆ Lobby Management
- ◆ Cross sales of various products
- ◆ Customer satisfaction survey

Academic Background:

Year	Qualification	Institution	Subjects
2012-14	PGDM	ACCURATE INSTITUTE OF MANAGEMENT AND TECHNOLOGY	MARKETING & INTERNATIONAL BUSINESS
2012	B.COM	UTKAL UNIVERSITY	ACCOUNTING HONOURS
2009	12th	N.S.M CITY COLLEGE	COMMERCE
2006	10th	SARASWATI SISHU VIDYA MANDIR	

Summer Internship :

Company: PARADIP PORT TRUST	Specialization: MARKETING & INTERNATIONAL BUSINESS	8 weeks
Description	A STUDY ON CARGO HANDLING AT PARADIP PORT TRUST	
Learning	EFFECTIVE CARGO HANDLING PROCESS, DIFFERENT TYPE OF CARGO , OVER ALL IDEA UPON PORT OPERATION	

Extra Curricular Activities:

- ❖ Participated in various quiz competition
- ❖ Participated in blood donation campaigning

Industrial visits

- Parle G Industries Ltd on 20th August 2012 at Bahadurgarh Haryana.
- NSE, On 1st February at New Delhi.
- Mother Dairy, at Laxmi nagar New Delhi.

Computer Skills:

- Tools- MS - Word, MS-Excel, MS- PowerPoint.
- Basic knowledge on internet application

Declaration:

I hereby solemnly affirm that all information furnished above is true to the best of my knowledge and efficiency

Signature
Rakesh Kumar Parida