

## **CURRICULUM VITAE**

**UPENDRA KUMAR BAJPAI**

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### **Career Objective**

To work for an organization which values its human resources as most valuable asset and provides opportunities and congenial work environment where I can utilize my skills, knowledge and experience in the company's interest.

### **Organizational Insight**

Associated with **ICICI Bank Ltd** as a Senior Officer in Regional Processing Center since Sep-2010 to till date.

- Handling clearing process and Document Verification Unit (DVU) process

Associated with **ICICI HFC LTD** as executive operations at Regional Processing Center, Lucknow from May 2008 to Aug-2010.

### **Key Result Areas:**

#### **Transaction & Clearing Processing**

- Handling all activity of TDS Remittance and Returns filling.
- Processing of 15G/H forms.
- TDS Accounts Reconciliation.
- Responsible for signature verification, return marking etc.
- Responsible for processing the CBSS, warrant & I-pay instruments.
- Part of CMS Processing Team as well.
- Processing of Outstation cheques for CMS clients and Local PDC Cheques for entire UP.
- Lodgment the outstation, transfer and local MICR cheques
- Transfer Cheque Processing and Salary Processing of different organizations having accounts with the Bank.

#### **Loan Processing**

- Banking of PDC's at the arranged Bank.
- Doing Reconciliation on a month to month basis
- Presentation of all local & OCC PDC's.
- Tracker maintained to monitor the banking progress of each Cheque.

### **General Administration**

- Keeping a tab on preparation of relevant documents such as Operational MIS & reports etc
- Coordinating with cross functional departments and branches for execution of day to day business operations.

### **Significant Accomplishments:**

- Achieved zero error in CR (Critical Request) target given by corporate office every month.
- Handled around 40 districts across UP.
- Resolution of Customer Complaints and Customer Preferences.

### **Professional & Educational Qualification**

- M.B.A from Punjab Technical University in 2009.
- B.Com from Lucknow University in 2006.
- Intermediate (U.P.Board) in 2003.
- High School from (U.P.Board) in 2001

### **Extra Curricular Activities /Achievements**

- Imparting on the job training to the work force for enhancing their productivity
- Operational efficiency through knowledge enhancement / skill building.
- Monitoring and motivating teams to optimize their contribution level.
- Educating branches for effective customer service and enhancing smooth functioning between branches and Regional Processing Centre

### **Personal Details**

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|-------------------|---|--|
| Date of Birth     | : | 10th Jul 1987  |
| Marital Status    | : | Married  |
| Fathers Name      | : | Mr. Shiv Prakash Bajpai  |
| Current Address   | : | H.No. 612/P-2 Gazipur Balram Sitapur Road Faizullaganj,<br>Near Gazipur Primary School Lucknow-226020. |
| Permanent Address | : | Village & Post Bani Thana Atrauli Distt. Hardoi –241202  |
| Languages known   | : | English, Hindi.  |

### **Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:



(Upendra Kumar Bajpai)