

**GOUTTAM ROHIDAS****E-mail** : gouttam.rohidas@yahoo.com/gouttam.0520@gmail.com**Mobile no:** 7894450765/9474206330

To showcase my technical and managerial skills acquired in the institution during The period of course and outside the institution for the development of the Organization, and to grow with the organization to greater heights.

A BRIEF OVERVIEW

- An active listener with strong interpersonal skills,
- Excellent verbal and written communication skills. Comfortable in interacting with all levels of the organization and public. Able to negotiate and solve problem quickly, accurately and efficiently.
- Possesses a professional and cooperative attitude. Willingness and flexible to change with the changing needs of the organization. Adaptable approach to problem analysis and solution definition.
- Friendly to everyone, like to do work in team, punctuality, respect to every kind of work etc.
- High level of customer service, Cross selling, Banking product knowledge, Handling cash receipt and cash payment, Issuance DD/MC, NEFT/RTGS, Fund transfer, Fund management, FD Closure/Account closure, salary upload, Outward clearing process, Retail FX Traction, Custodian of Vault/cheak drop box/Locker/ATM, Management of clearing/collection cheque and FCY cheque, good operational management.

QUALIFICATIONS

- **MBA** from **Sambalpur University Jyoti Vihar** in the year of **2010**
- **Graduation** from **G.M Autonomous College, Sambalpur** in the year of **2004.**
- **12th (Commerce)** from **Manikswari College, Sundergarh**, with 53% in the year of **2000.**
- **Matriculation** from **APHS, Jharsuguda**, with 50% in the year **1998.**

EXPERIENCE

- Working as “HDFC BANK LTD”, as a Assistant Manager Retail Branch Banking from 30th July 2015 to till date.

Roles & Responsibilities:

- ³⁵₁₇ Handling of cash receipt and payments and ensuring transactions are carried out within the prescribed TAT without errors.
- ³⁵₁₇ Monitoring large amount movements and report them as per reporting schedule
- ³⁵₁₇ Local stationery management in proper records level/ Indent security stationery at appropriate records level.
- ³⁵₁₇ Management of clearing/ collection cheques/ FCY Cheque collection.
- ³⁵₁₇ Customer detail updating (PAN updating and contact no./ e-mail updating on 7205 option)
- ³⁵₁₇ Fortnightly reporting on cash transactions over 10.00lacs.
- ³⁵₁₇ Reporting of suspense accounts, deferred accounts, accounts payable/ receivable, reconciliation and maintenance of suspense accounts register, as per the required format and filling them.
- ³⁵₁₇ Reporting of fortnightly suspense/ TOD and QES reports and filling them.
- ³⁵₁₇ Filling of MC/DD stub copies and cancelled instruments.
- ³⁵₁₇ Register updating for cash transactions over Rs.10 Lacs including suspicious transactions of Rs.9.00 to Rs.10.00 lacs.
- ³⁵₁₇ Managing the returned cheques including proper maintenance of register and customer intimations.
- ³⁵₁₇ Maintenance of counter stock register (DD/MC)
- ³⁵₁₇ Periodic exchange of keys lodged with other branch.
- ³⁵₁₇ Maintaining salary uploads confirmations.
- ³⁵₁₇ Maintaining Gold sales invoice copies.
- ³⁵₁₇ Maintain the records for expenses vouchers/ payments to vendor/ reimburse to staff.
- ³⁵₁₇ Bulk stock registers maintenance.
- ³⁵₁₇ Printing and checking all EOD reports (BJR/ Instrument issued/EOD cash position etc)
- ³⁵₁₇ Maintenance of records/ register for host entry GL 209 posting.
- ³⁵₁₇ Maintenance of Voucher movement reports (BA Reports)
- ³⁵₁₇ Coordinate for binding of records/ sending the same to the vendor on regular intervals.
- ³⁵₁₇ Resolving all complaints received (self, branch, other units) within the stipulated TAT's pertaining to teller area.

- Worked as “INOX LEISURE LTD”, as a Finance Executive from 07th Oct 2011 to 29th July 2015.

Roles & Responsibilities:

- ³⁵₁₇ Preparation of Daily MIS & Daily Flash report and send to HO.
- ³⁵₁₇ Daily physical verification of collection cash from operation and deposited in the bank as on same day.
- ³⁵₁₇ Monitoring of proper head of A/C and Taxation when bill booking bill as per the expenditure and budget.
- ³⁵₁₇ Ensuring purchase expenses, Bank Receipt, Bank Payment, cash receipt, cash payment, Journal entry and Auto JV & Memoranda JV same has passed in module.
- ³⁵₁₇ Ensuring the timely payment and filling return of TDS, VAT, Service Tax and Entairetament Ta
- ³⁵₁₇ Verification of outsource agencies monthly invoices with its salary breakup and co-ordinate with processing units for its payments.
- ³⁵₁₇ Conducting Audit on operation and other departments.
- ³⁵₁₇ Preparation of BRS, credit card Reconciliation and inter unit reconciliation and Internet sales reconciliation etc.
- ³⁵₁₇ Attend Internal Auditors and take corrective action on Internal Audit Report.
- ³⁵₁₇ Daily Bank Entry for Credit card Internet sales, collection cash as per the Banking formalities and reconciliations.
- ³⁵₁₇ Preparation of Financial Reports (Profit and Loss A/C and Balance Sheet) on a Monthly basis.
- ³⁵₁₇ Monitoring Daily Data Entry, Tallying and Reconciling of cash on day to day daily basis entries. Ensuring cost under Budget.
- ³⁵₁₇ To Authenticities receipt & payment voucher both cash and bank.
- ³⁵₁₇ Ensuring Vender finalization, prepare of LOI & final contracts are in place and control of receivables and payables on timely basis.
- ³⁵₁₇ Ensuring Financial, Operating Reports & MIS prepared and circulated on time, also ensure the reconciliation of reports with books with statutory records.
- ³⁵₁₇ Ensuring to dealing with income such as source of adverting as on screening, slide, Branding, poster case & standee.
- ³⁵₁₇ Maintain of Daily Stock sheet of Store Received. Issued and Stock updating in stage.
- ³⁵₁₇ Timely purchase of materials & offloading of all materials receipt in store.

- Worked as “HDFC BANK LTD”,as a **Junior Officer Processing of (ADFC PVT LTD.)** in Wholesale Banking Operation from **01st March 2008 to 30th June 2009.**

Roles & Responsibilities:

- ³⁵₁₇ Comprehensive experience in the areas of **Clearing Operation, CMS Operations, Funds Transfer** through **RTGS & NEFT**, Business Development, Client Relationship Management & Profit Centre Management.
- ³⁵₁₇ Responsible for Inward and Outward Cheque Clearing Operations and proper accounting related activities to various clearing operation and records thereof.
- ³⁵₁₇ Managing corporate and CMS clients their accounts & proper accounting and review related to that for day-to-day activity.
- ³⁵₁₇ Liaison with NON-MICR clearing House and other regulatory authorities.
- ³⁵₁₇ Maintenance and managing of funds relating to branch and reconciliation with account maintained with clearing house and to arrange of funds in case adverse and to remit to our treasury in case excess.
- ³⁵₁₇ Managing **Retail Asset Operation** (disbursement of T/W, A/L, & P/L) activities in the branch.
- ³⁵₁₇ Managing **Client Support Desk (CSD)**.
- ³⁵₁₇ Preparation and furnishing of various monthly and fortnightly MIS reports to Head Office, including Fund management, various Clearing reports, Bank reconciliation with clearing bank etc.
- ³⁵₁₇ Verifying various reports and preparation of MIS, 5S and to keep track of old out standings and also manage Audit compliance.

COMPUTER SKILLS

CIT(Certificate of Information Technology & Tally)

MSDOS,MS OFFICE,MS POWER POINT,MS EXCEL, MS ACCESS & INTERNET.

Personal Details

| | |
|-----------------|--|
| DOB | 20 th ,May, 1983 |
| Sex | Male |
| Marital Status | Married |
| Nationality | Indian |
| Languages known | English, Hindi, Oriya. |
| Present Address | Dollygunj, Near Polytechnic college Port blair-744105 Andaman and Nicobar (ISLAND) |

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: PORT BLAIR

GOUTTAM ROHIDAS
