**SUKHWANT SINGH**

**#160, Vill-Lohgarh,**

**P.O.Zirakpur,Ward NO.6,**

**Teh.-Dera Bassi,**

**Distt. S.A.S Nagar Mohali,**

**Punjab**

**CONTACT NOs. 9872442289,9803237279**

**Email - sukhwant\_singh87@yahoo.com**

**CAREER OBJECTIVE:**

TO OBTAIN A POSITION WHERE MY PERSONAL SKILLS AND KNOWLEDGE, EXPERTISE CAN BE IMPLEMENTED AND ENTERTAINED AND KNOWLEDGE CAN BE INCREASED.

**PROFESSIONAL EXPERIENCE :**

**CURRENT ORGINATION**

**INDUSIND BANK LTD.**

* **Designation Assistant Manager**
* **Duration 07th April 2014 to Till date**

**Job Responsibilities :**

**Operations**

**Teller** – Handling CASH transaction

**Remmiter –** Handling RTGS/NEFT,Fund Transfer,DD Printing,Cancellation,Paying.

\* Booking FDRs,RDs, A/C Opening, A/c closure,FD closures request.

\* Processing Cheque book requests.

\* Process customer requests and complaints in Tat.

\* Loading cash in ATM Machine .

**Sales:**

\* Doing operations as well as sales also.

\* A/c Opening

\* Health Insurance (Religare)

\* Life Insurance (Aviva Life Ins.)

\* Credit Cards

\* Home Loan, Personal Loan, Gold Loan etc.

\* FDRs,RDs and SIP.

**Past Organization** : ATLAS DOCUMENTARY FACILITATORS COMPANY

PVT.LTD .

(ADFC)sister concern company of HDFC BANK LIMITED(WBO)

**Designation** : Junior Processing Officer

**Duration** : 23 oct 2008 to 02/04/2014

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**Job Responsibilities :**

**Clearing Department**

* **Handling Inward Deaparment .**
* **Handling Outward Department.**
* **Handling Fund Transfer Department.**
* Lodging,validation and authorization clearing chqs.
* Preparation of daily report for the following discrepancies :

Chq reciving Report

Chq discrepancy Report

* Preparation of daily Consolidated Report.
* Preparation of daily **RMS**(Record Management System).
* All Clearing tally
* Handling **RTGS** (outgoing customers & Bank to Bank payments)
* All daily transaction chqs process in **MICR** machine
* Responsible for solving the quarries of customer regarding their account transaction.
* Preparation of Daily Rejection Report create by MICR.
* Handling **Client Service Desk**.
* Processing the local cheques.

**EDUCATION QUALIFICATION :**

\* Done **Post Graduate Diploma in Computer Application** in 2008from Panjab

University, Chandigarh with 69% marks.

\* Done **Bachelor of Arts** from Punjabi University Patiala in 2007 with 56% marks.

\* Done **10+2** from PSEB in 2004 with 59% marks.

**COMPUTER SKILLS** **:**

\* Six month course in Computer Application.

**LANGUAGES KNOWN :**

* English,
* Hindi,
* Punjabi

**HOBBIES :**

* listening music
* Playing Cricket
* Travelling

**PERSONAL DETAILS:**   
  
 Fathers Name: Sh.Balwinder Singh

Mothers Name: Smt. Charanjit Kaur  
 Date Of Birth: 05 oct-1986  
 Marital Status: Married

**Date :**

**Place**