**LAXMAN MUKIND KHILLARE**

*Rm. No.5, Mukund Sadan, B/h DNSB, Anand Nagar, D.D.Road, Dombivli (W), Thane -421202*.

E-mail:[**laxman.khillare@gmail.com**](mailto:laxman.khillare@gmail.com)**,** Mobile No**: 9172412756,7738210615.**

**Objective of this document:**

To pursue a challenging career in the professional world and to put my knowledge to relevant application in diverse and dynamic business environment and career advancement while becoming an asset to the team.

**Career Summary:**

* Having 7+ years of experience in the field of Retail Banking, Accounting and finance.
* PG-Economics, PG-Diploma in Banking & Finance and completed Master Degree in Finance, from Jamnalal Bajaj Institute of Management Studies-Churchgate, Mumbai.

**Work Experience**:

* Working with **DEVJI ENTERPRISES**. From May 10th 2014 to till Date (Part-time concurrent with college studies), As Office Assistant:
* Responsible for sales and customer service
* Processed payments
* Controlled and ordered inventory
* Processed invoices
* Liaised with vendors
* Researched and resolved invoice discrepancies
* Maintain account of the firm
* Worked with **ICICI BANK LTD (**High Value- Elite Trade Relationship Group), North and South Mumbai. Form 25th Jan 2010, to 3rd march 2014, as a “Jr. Officer”.

*Key responsibilities:*

* Responsible for achievement of the sales target for retail trade current account and finance.
* Handling existing key trade and current account relationship, have a high level of product knowledge to answer queries form branches and customer.
* Maintain high quality, profitable and broad based relationships with the existing client base and increase penetration of trade and forex business into current and saving account with proper coordination with respective team and to increase the portfolio
* Deepen the current account services by exploring opportunities for offering financial solutions like payment solution, cash management and trade financing
* Have to Sales and promote of trade products like bills for collections, Bank Guaranties. Letter of Credit and Foreign Exchange.
* Ensure compliance with all kyc rules/regulation applicable to trade account and product
* Worked for **HDFC BANK LTD,** with Central Processing Unit (A/C opening Department) Retail Liabilities on the payroll of ADFC.PVT.LTD. From7th April 2007 to 30 July 2009.As an Officer.

*Key responsibilities: (April 2008 to July 2009)*

* Maintenance of operating instruction register
* Issuing of Special Statements to customers, cheque-book and debit card to customers
* Issuing net banking and phone banking facilities to customer
* Maintenance bank customer information
* Maintenance Company codes for salary-corporate Account, Fund transfer
* Maintenance of daily-MIS report for company codes
* Issuing special statements to customer
* Issuing payable at par cheque books (pap)
* Maintenance LC-LG (CBR) Codes for incentives
* Maintenance of Hold Mail, Standing Instructions (SI) for Savings and Current Accounts

*Previous job Profile as a processing officer: (April 2007 To April 2008)*

* Processing of all types of accounts (Normal Saving A/c, Current A/c, and Fix- Deposit A/c.)
* Processing of NRE/NRO (Normal Saving & Term Deposit A/c.)
* Processing of E-mail and Net-Banking Insta-Alert, SMS Alert & issuance of Phone Banking Registration form, in HOST & FINWARE System
* To check Customer A/c for to check the Balance, ATM &VISA Card and Passbook.
* To Processing MTD and DBRM Form for money transfer and A/c statement alertness facility on E-Mail and SMS system to customer
* DNC maintenance and to check a Scanned Signature
* Processing of address changing and Nomination Forms in FORMWARE

**Academic Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | College/universities | Year of passing | Result |
| MFM (Finance) | Jamnalal Bajaj Institute of Management Studies, University of Mumbai. | 12th Sept 2015 | 63.60% |
| M.A (Economics) | Tilak Maharashtra University, Pune. | 9th August 2007 | 55.00% |
| B.A (Economics) | Swami Vivekanand College, University of Mumbai. | 10thJune2004 | 55.66% |
| H.S.C. | Swami Vivekanand College,(Maharashtra Board). | 31st May 2001 | 57.66% |
| S.S.C | C.B.M High School, (Maharashtra Board). | 22nd June 1999 | 51.06% |

**Technical Qualification:**

1. Successfully completed a “**Diploma in Computer Management”** software certificate course Of One Year, with **75%**, in 2003
2. Passed in English\Marathi Typing speed **30 & 40 W.P.M.** Certificate course with **1st Class** in 2005
3. Passed **MS**-**CIT** exam with **84%,** in 2006
4. Skilled in banking soft-wares like FINWARE, HOST, FINACLE etc.

**Professional Qualification:**

* Completed a **“Post Graduate Diploma in Banking and Finance”** Form IFBI institute Mumbai. With **62%**, in 2009.

**Honors:**

* Awarded by Regional Head of ICICI bank, Mumbai for outstanding performance in the year 2012
* Honored by Dr.Vijay Khole, Mumbai university chancellor for achieving 1st rank in B.A Economics (iv), exam 2004

**Attributes:**

1. Positive attitude towards work
2. Ability to listen and appreciate
3. High level of integrity and honesty
4. Good communication and interpersonal skills

**Personal Details:**

Date of Birth : 21stnov1983.

Gender : Male.

Marital Status : Married.

Nationality : Indian.

Languages Known : English, Hindi, and Marathi.

Hobbies : Reading, swimming & collection of plants.

**Place: Thane**

**Date:**

**(LAXMAN M KHILLARE)**