**APARAJITA MITRA**

Contact Information:

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Objective

Seeking challenging assignments with a growth oriented fast track organization, utilizing accrued skills and experience to contribute towards the development of the company, demanding high standards of quality and precision.

Academic Qualification

? BBM from PESIT College, Bangalore University, Bangalore with 1st division in 2009.

? Senior Secondary from Army Public School, Kolkata (CBSC Board) with 1st division in 2005.

Work Experience

Working in “Axis Bank Ltd” as “Assistant Manager” from 01st August 2011 to till date.

Career Profile And Professional Synopsis

? Meticulous and knowledgeable professional with 53 months (close to 4.5 years) of experience with proven credentials as an operation manager (Asst.) in the Banking sector.

? Understanding .Analyzing , Planning and Execution of Banking processes that bring about high efficiency and minimal turnaround time resulting in” Process Excellence with high degree of delivery”.

? Experienced in setting up processes and contribute to well establish flexible banking solutions to support a business which is going through unprecedented change.

? Building broad base through increased clientèle reaching through customer delight.

? Sourcing CASA & IPG business with more focus on high revenue generating products like Life Insurance and Mutual Funds to ensure productivity budgets assign to me are surpassed.

Core Competencies:

? Branch operation- Transfer entries of cheques, clearing, NEFT/RTGS, DD/PO, FD receipts, locker allotment, custody of deliverables, cash voucher verifications and day end process.

? Retail banking-

Ø Handling queries of CASA (AOF, KYC, FD/RD maturities and nominations.

Ø Handling queries of customers through alternatives channels and EBG support.

Ø Handling queries related to banking products (CASA,IPG,OCS)

? Priority Banking- Handled priority portfolio of 300 Cr CDAB as priority service manager and servicing the ETB / NTB clients for their account related queries.

? Integral Banking- As per requirement of branch authorizing branch vouchers, audit rectifications, Daily generation of Branch GL AND SHROFF REPORTS. ATM cash verification, generating BNA reports. Maintaining all registers related to deliverables and security stationeries.

? Exposure of handling FINACLE.

Exposure To Branches:

? Handling Sewri Branch Operations, Mumbai since 2015 april till date

? Handled Kolkata Main Branch Operations since 2012 august till 2015 march

? Handled Front Desk Operation in Bangalore Branch since august 2011 to july 31 2012.

Worked in “INDUSIND BANK” as “Assistant Manager” from Feb 2011 to June 2011.

Core Competencies:

? Branch operation- Transfer entries of cheques, clearing, NEFT/RTGS, DD/PO, FD receipts, locker allotment, custody of deliverables, cash voucher entry.

? Exposure of handling KAPITI.

Live Project

? Live Project –

“Prepare a AXIS SME PROJECT (in 2009).”

“Live project campaigning of MBO AND BO (in 2008) ”

Additional Qualification

? Computer Proficiency: Good knowledge of MS office, Tally, Internet.

Extra-curricular activities

? Certified as ‘OUTSTANDING PERFORMER IN GI GURU TRANING AND ACTIVATION DRIVE’ in AXIS BANK LIMITED in year 2015.

? Certified for ‘EXCELLENCE PERFORMANCE IN FIVE STAR CLUB MAY 2015’ in AXIS BANK LIMITED in year 2015

? Participated in ‘AXIS GOT TALENT’ and rewarded with certificate year 2012.

? Awarded As ‘BEST STUDENT OVERALL IN COLLEGE’ in 2009 Bangalore.

? Participated in College Dance Competiton as CHOREOGRAPHER and awarded as ‘BEST DANCING TROUP’ in Bangalore year 2008.

? Associated with ‘BIRLA ART ACADEMY’ for seven years in canvas painting in Kolkata.

? Learned ‘ODYSSEY Dancing’ from Guru Sutapa Talukdar, disciple of Pandit Birju Maharaj for five years in Kolkata.

Personal Details:

Date of Birth : 26-12-1986

Sex : Female

Marital Status : Married

Languages Known : English, Bengali, Hindi and Kannada

Hobbies : Cooking, Painting, Dancing

Preferred Location : Bangalore

Place :

Date : ( Aparajita Mitra)