**Ashish Khandelwal**

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To work in a dynamic, challenging and research oriented environment to accomplish my incessant desire to seek my more knowledge for a career in research and industry.

**SYNOPSIS**

Young, energetic and result oriented professional with strong academic background and an experience of 4 years, Extended expertise of business demands and process, as a process reviewer and Account expertise; Highly ethical trustworthy and discreet;

* 27 Months of experience with Axis bank Ltd as Assistant Manager.
* **18 Months** of experience in **Infosys BPO.**
* Possessing excellent communication and collaboration skills to lead and work in concert with diverse groups effectively
* Strong analytical skills
* Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively
* Dedicated and highly ambitious to achieve the organizational as well as personal goals
* Excellent decision making skills with a positive approach

**JOB SUMMARY – Axis Bank Ltd – 13th July’13 t0 till date.**

* Around 30 Month exp as Assistant Manager Operation in Axis Bank Ltd.
* **Second Highest IPG scorer of the cluster in last FY.**
* Taking Care of the Front desk from last 1 year.
* Taking Care of Clearing Department and End of the day.
* Performing the Front desk activities like interacting with customer and RTGS, NEFs and Transfers.
* Worked as Cashier for 1 year.
* Taking Care of Office account and Outstanding Entries.
* Taking Care of other banking daily operations like Cash Inward and Outward Remittance, Customer Requests and Complaints, Lockers, Cash Management.
* Prepare many reposts Like STR8 and STR9 and Form 60 and High value Income TEX reports.
* Monitoring the High Value and Suspicious Transactions.
* Prepare ALM report.
* Taking Care of Gold and Vehicle loan.

**JOB SUMMARY – Infosys BPO – Jan’12 to July 2013**

* Around 18 **Months** of experience in **Infosys BPO from Jan’12 to 8th of July 2013.**
* **Received the best rating (X) in the performance appraisal.**
* Worked for a US News Media client based at 27 locations.
* Supervisory & Auditor Role,
* Interacted with international customers for understanding the business requirements.
* SME of Order to Cash.
* Review & verify customer accounts and setting up new contracts.
* Distribute unapplied cash documentation to billing or collections.
* Process Payments through various payment methods like Cash, Check, Credit Card, wire payment etc and balance daily cash posted to cash receipts.
* Researches unidentified payments and applies to correct account.
* Performing month end closing.
* Coordinate the response / resolution to customer’s inquiries
* To prepare bad debt report and process bad debts
* To process payment transfers.
* Assign the Credit limit to the customers.
* To calculate Placement fee for agencies based on the volume of business given by them on monthly basis
* Processing adjustment and refunds for the customers.
* Coach new staff and provide input/assistance based on related experience and expertise.
* Updating the process **SOP, Process Flow** and also a part of **Audit team**.
* Mentoring new agents in the team, taking initiatives to help the team by preparing a learning curve for them, helping the new team members in getting adjusted to the process.

Imparting process training, which includes the training on business process and business cycle..

**EDUCATIONAL QUALIICAION**

* **MBA** with specialization in **Finance** from JECRC**,** Jaipur. (2009 - 20011).
* **BBA** from ICMAI Rajasthan University, Jaipur. (2006-2009)
* **Intermediat**e from MHS School, Jaipur (2006)
* **SSC** from SVN Sec. School, Jaipur (2004)
* **Financial Derivatives Certification** (NSE)

**TRAININGS**

* **IRDA LI and GI SP certified and also certified AMFI Mutual fund.**
* Infosys Trained for various technical and Interpersonal skills as per the job requirement including :
* Presentation Skills
* Milestone 2.0
* Yellow Belt
* Fundamental of Accounts & Finance, Accounts Receivables, Accounts Payables and General Ledger

**ACHIEVEMENTS & REWARDS**

* Received highest rating “X – Extra Ordinary Performance” of the company in the performance appraisal in Infosys and also received 4 rating in axis bank.
* **Qualified in all competition of Life Insurance in last and current FY.**
* **Second Highest IPG scorer of the cluster in last FY.**
* Rewarded twice with **“Individual Extra Miler Award”** for consistent good performance and positive attitude.

**COMPETENCIES**

* Good presentation skills.
* Work effectively with diverse groups of people.
* Committed to deadlines and schedules.
* Sincere with a high level of Integrity.
* Adapt well to changes and pressures in workplace.

**PERSONAL VITAE**

Father’s Name : Mr. Banwari lal Khandelwal

Date of Birth: **2nd feb**, 1988

Sex : Male

Nationality : Indian

Marital Status : Single

Languages : English, Hindi

Address : 67, Lohiya bhawan, kanti nager, Bani Park, Jaipur I hereby declare that the information furnished above is true to best of my knowledge.

**Ashish khandelwal**