

CURRICULUM VITAE

SIDDHARTH HASMUKHBHAI DARJI

B/12, RATNADEEP AVENUE,
B/S, VIRAT APPARTMENT,
OPP, SATTADHAR BRTS BUS STOP,
SATTADHAR
Ahmedabad-380061
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CAREER OBJECTIVE:

To seek a Challenging position in your progressive Organization, Where I Can apply my Knowledge to expertise and to get professional experience and work towards the growth & benefit of the organization.

EDUCATIONAL QUALIFICATION:

EXAMINATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
SSC	GSEB	2011	70.60
HSC	GSHEB	2013	62.71
B.COM	GUJ UNI	2016	49.36

B.COM AGGREGATE: 49.36

ACHIVEMENTS & EXTRA-CURRICULARS:

- Participated in many events, attended many seminars during my school & College Life.

SKILLS:

- Willingness in Mastering Latest Technologies
- Good grasping power

- Kind & Helpful to others
- Decision making & positive attitude
- Honest, Hardworking & Time Punctual
- Ability to adapt various situations and take initiative when needed
- Computer Skills: MS Word, Excel, Power Point, Email
- Team Spirit

EXPERIENCE

1) BANK : On payroll of T & M Services Consulting Pvt Ltd Deputed to Kotak Mahindra Bank

AS : Operation Executive

YEARS/

MONTHS : 1st July, 2016 to 30th Dec, 2017 (1.6Yrs)

Job Key Skills:-

- Making of Saving and Current A/c CRN with All Customers Documents and Verifying all details on AOF of Customer
- Making of Third Party Product which is for Life Insurance, General Insurance, Mutual Fund, Travel Card
- Also Reflect the effect of CKYC process on AOF OF SAVING which is necessary by RBI Guidelines
- Issuing Different Channel and card to the customers accordingly process of classification category of product code of A/C

- Further resolving queries of Hold and Release of Form accordingly queries what should be solution over there
- Checking QC Of Form Which is processed by BPO
- Knowledge of Excel work and Scanning Documents
- Verification of Hold of Non-Individual Account Opening Documents on Daily Basis within TAT and for KYC/AML Compliance
- Adhere to the latest and Updated banking KYC Guidelines
- Check and compare with documents for critical information like AOF Signed by BDA, original seen and verified, self-attestation by customers, photograph affixed in AOF, AOF signed by all applicants, validity of ID and address proof and nomination while scrutinizing AOF and ensure all supporting documents are in place
- Post document verification, affixing sign and stamp on AOF which is an evidence of having the form being checked
- Raise queries on those forms that are non-compliant by filling a hold check list and attaching the checklist to the AOF
- PAN Verification with IT Site and affixing PAN VERIFIED Stamp and signature to be done on the PAN copies provided with AOF
- Verification of customer instructions as per the laid down guidelines and rising correct queries on exception
- Maintain productivity sheet on the number of AOFs verified during the day

2) BANK : On payroll of Veeraraghavan & Co. Deputed to Yes Bank Ltd

AS : Credit Processing Associate

YEARS/

MONTHS : 1st Jan, 2018 to 24th June, 2019 (1.6Yrs)

Job Key Skills:-

- Making TSR and Valuation Observations
- All A/c opening for product name CC/OD and Channel Finance and other Normal Current Account is handling from queries checking to Account Activation upto Disbusement of Cases like any discrepancy is found by NOC so it will be resolved by me and send same to account activation
- Initiating CERSAI Search and tracking for the same upto their revert
- FRFC have also managed and keep data of FRFC is upto Date
- Vetting of Property Documents is done and also checked it is accurate
- Making Release Deed and Release Letter and their Property Documents make ready for Property release
- Making MOE and Declaration and Deposit of Title Deeds
- Making Personal Guarantee and Deed of Hypothecation
- Making Deemed FL and Abridge FL
- Making Facility Letter for FLBG, FLOD
- Making Disbusement Notice
- Checking CAM Query

3) BANK : Indusind Bank Ltd

AS : Teller(Cashier)

YEARS/

MONTHS : 1st Jul, 2019 to 25th Nov, 2021 (2.5Yrs)

Job Key Skills:-

- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, recording night and mail deposits, selling cashier's checks, traveler's checks, and series e-bonds, answering questions in person or on telephone, referring to other bank services. Records transactions by logging cashier's checks, traveler's checks, and other special services, preparing currency transaction reports.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, directing customers to a branch representative.
- Completes special requests by closing accounts, taking orders for checks, opening and closing christmas and vacation clubs, exchanging foreign currencies, providing special statements, copies, and referrals, completing safe-deposit box procedures.
- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins, reconciling loan coupons and other transactions, turning in excess cash and mutilated currency to head teller, maintaining supply of cash and currency.
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, assisting in certification of proof.
- Maintains customer confidence and protects bank operations by keeping
Contributes to team effort by accomplishing related results as needed.

4) BANK : Kotak Mahindra Bank Ltd

AS : Service Officer(Cashier)

YEARS/

MONTHS : 15th Sep, 2022 to till now

Job Key Skills:-

- Redress customer needs pertaining to cash, DDs, cheque deposits, general information.
- Speed and accuracy of transaction.
- Exploitation of other business opportunities sensed.
- Providing quality of experience that will ensure retention and positive word-of-mouth.

PERSONAL DETAILS:

Name : Siddharth Hasmukhbhai Darji

Age & Date of Birth : 26 Years-27th June, 1996

Languages Known : English, Hindi and Gujarati.

Hobbies : Reading, Listening Music, Traveling

I declare that the information provided above by me is correct to the best of my knowledge.

Thanking You.

Yours Sincerely,

Siddharth Darji