

CURRICULAMVIATE

HARSH JANI

Permanent Address: -

Contact: - 8485922784

C-228 Punit Nagar Soc,
Ghodasar Railway Crossing,
Ahmedabad – 380 050.

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Objective: -

To grow in terms of knowledge and interpersonal skills, in a rapidly growing. Results oriented company that seeks an ambitious and career conscious person provides opportunities for growth and advancement utilizing my skill.

PERSONAL DETAILS

Date of Birth : - 7THMAY, 1995
Gender : - Male
Mother Tongue : - Gujarati
Religion : - Hindu
Marital Status : - married
Nationality : - Indian
Language Known : - Gujarati, Hindi, English

EDUCATIONAL QUALIFICATIONS

Qualification	Name of University /Board	Year Of Passing	PERCENTAGE/CG PA
M.COM	Gujarat University	2017	52%
B.COM (Advance accounting & Auditing)	Gujarat University	2015	56.20%
H.S.C.	G.H.S.E.B.	2012	63.14%
S.S.C.	G.S.E.B.	2010	51.69%

Present Experience:-

HDB Financial Services (WBO HDFC Bank) - 2nd Feb 2016 to 27 June 2018

As a Jr. Processing Officer in Cash Management Services department.

I have joined in ADFC **Co. Pvt. Ltd.** in operation Department and handled all activities pertaining to Cash Management Services Department. Now, my company name has been change recently is “HDB Financial Services “.

Kotak Mahindra Bank (Retail Branch Banking) - 05 July 2018 to till date 09 July 2019

As a Assistant manager (cashier) in Ashram Road Branch.

I have joined in Kotak Mahindra Bank in Retail Branch Banking
And handled all Branch Banking activities.

HDFC BANK LTD (Retail Branch Banking) - 15 July 2019 to till date

As a Deputy Manager in Ghodasar Branch

I have joined in HDFC Bank Ltd in Retail Branch Banking

And handled all Branch Banking activities.

Job Responsibility

Handling of CMS Activities

- ☐ Processing of Outstation & Local Cheques.
- ☐ Corr bank Withdrawals and Liquidation and Payment.
- ☐ Credit card processing.
- ☐ I have good knowledge of CMS (cash management services) operations activity.
- ☐ Handling the quarry of customer related to the CMS dept.
- ☐ Follow up with other bank for realization of out station cheques.
- ☐ Processing of challans pertaining to direct taxes, sales tax & ASBA Forms.
- ☐ Preparing MIS
- ☐ Handling of cash
- ☐ NEFT, RTGS, FUND Transfer
- ☐ TDS Challan
- ☐ TAX Challan
- ☐ Clearing, Cheque Return
- ☐ customer query
- ☐ fixed deposit, Recurring Deposit

- ☐ Life Insurance
- ☐ Mutual Fund, Sip, Lum sum.
- ☐ Business Loan, Term Loan, Home Loan, Personal Loan.
- ☐ Health Insurance
- ☐ Vehicle Insurance
- ☐ Gold Loan

ACCOMPLISHMENT IN ADFC

- ☐ I have achieved “Quarterly” performance award from “October to December 2016” in CMS department.

COMPUTER SKILLS

- Tally ERP
- MS office , C language
- E-Mail & Internet browsing

DECLARATION

I hereby declare that the above-mentioned data are true to the best of my knowledge and brief.

[Yours Sincerely,]
HARSH JANI