

Taher Kapasi (B.com, MBA)

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DOB: 17- Oct – 1986**Mobile: +91-9723321745****E-mail: taher.h.kapasi@gmail.com****CAREER OBJECTIVE**

I seek an opportunity in the organization to use and develop my skills and able to contribute to the organization for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favor of the company.

PROFESSIONAL SUMMARY:

Field of Experience	Core Competency	Number of Years
Foreign Exchange	Understanding about Trade Products, Documents handling, Understanding of transaction involving foreign exchange, Dealing with forex rates, Documentation and Team Leading.	More than 5 years till date...
Retail Banking	Basic retail Banking, Multi tasking, Marketing, Customer service and Team Leading.	4 years 8 months

PROFESSIONAL PROFILE:

Current Status – AVP, Trade and Forex Sales at Axis Bank Ltd looking after Gujarat Central , Saurashtra and Kutch.

1. Axis Bank – Senior Manager (Trade Products Sales) (June 2020 – till date)

- As Trade Product Manager I was assign the task to grow the business of trade product with the bank and also to ensure the retention of current trade active client.
- Assisted new as well as current client for compliance and business feasibility of trade products.
- Monitoring of all trades booked from execution to settle compliance to regulatory guidelines (FEMA, UCPDC, RBI, INCO TERMS).
- Handholding clients to execute transaction through online web based portal and also assistance whenever required while using our portal.
- Assisting customer in clearance of EDPMS and IDPMS entries.
- Assisting customer for export financing and financing on domestic receivables.
- Assist customer in getting finance against purchase invoice.
- Strive to maintain profitability in account and to be the client's Primary Banker.

2. Axis Bank – Manager (Transaction Banking Services) (September 2015 – May 2020)

- Handling Trade and Forex
- Taking care of inland trade which includes issuance of bank guarantee, letter of credit, buyers/Sellers's credit, and retail forex products sales.
- Coordinate handholding, cross selling and digitalization.
- Looking after IDPMS and advance payments of the clients.
- Taking care of retail and non-retail inward and outward remittance of clients.
- Looking after inland bills and outward bills under LC and under collection.
- Strive to maintain profitability in account and to make the client's Primary Banker.

- Look at profiling the existing customer base so as to offer the right product mix to the customer base.
- Providing support to the client on financial market trends.
- Processing of trade bills (import/export/inward/outward bills) branch process.
- Client on boarding (collection activities) registering & transacting process of mandates management.
- Ensuring correct control procedures are adhered to and full audit trail is recorded and maintained at all times.
- Working within processes to incorporate charges in processes so act to achieve quality, productivity and compliance standards.
- Authorization of forex transaction in intellect/ Finacle after ensuring completeness and error free true data entry in system/inputting of trade & forex transactions.

3. Axis Bank – Assistant Manager (Retail Banking) (December 2010 – August 2015).

- I have worked for all products of retail banking like managing Fixed deposits, DD/PO, Locker operation, All kinds of pins(debit card & internet banking), deliverables, NRI servicing & retail forex.
- Solving financial and banking queries of NRI and HNI clients to increase satisfaction and service level.
- Providing consultancy to clients on various available mode of investments.
- Educating and training team for new procedures and policies as cascaded from higher authorities.
- Have worked following strict banking compliance and with maximum customer satisfaction ensuring quick resolution to customer request.
- Acting operation head – In charge of all operational activity.
- Team Leader for the team consisting of 6-8 colleagues.

Areas of INTEREST

- Forex and Business Management/Administration.

Educational Qualification

Sr. No.	Examination	University/ Board	Result	Year of passing
1	MBA(Fin & Mar)	Kadi University	B+	2010
2	T.Y.B.Com.	Pune University	54%	2007
3	H.S.C.(Comm.)	G.S.E.B.	63.17%	2004
4	S.S.C.	G.S.E.B	70.57%	2002

Projects Undertaken During Academic

- A strategic analysis of SBI and Associates.
- Analysis on functional areas of Digjam Ltd.
- Is VoIP threat to conventional ISD (Indian Context).
- Risk Management in Forex market.

Additional Qualification

- CCC. (DOAEC)

Accreditation

- Governor award winner in Scout.
- Scout master of Gujarat state.
- NCC 'C' certified cadet.
- Government certificate in Civil Defense.