

Manish Trapasiya

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OBJECTIVE

Seeking for a suitable position to meet my competencies, banking skills and experience carried so as to constantly upgrade my knowledge and skills in order to achieve organisation goals as well as personal goals.

EDUCATION

- **G S E B**
2006
SSC
- **G S E B**
2008
HSC
- **GUJARAT UNIVERSITY**
2011
BCOM
- **GUJARAT UNIVERSITY**
2015
MCOM

SKILLS

- ☑ Having 8+ years of total experience of working in the NBFC and Branch Banking. ☑ Good exposure in client facing and customer service. ☑ Strong analytical and problem solving skills proven under high-pressure environments. ☑ Good team player with excellent technical and interpersonal skills.

KEY COMPETENCIES

- Urge to work with honesty and dedication
Highly optimistic, confident and result oriented.
Good adaptability skills, Excellent Interpersonal and Communication Skills
Have strong ability to work under pressure and meet deadlines
Quick Decision Making and Problem Solving Capability
Determined person with efficient Leadership skills

EXPERIENCE

Oct 2014 - Till date

AU SMALL FINANCE BANK

TELLER / CSO Cash and Vault custodian

- Gold loan and locker maintainance
- Daily Cash, Fund transfer, Rtgs Neft and Forex transaction
- Handling AU Finance and loan customer for payment, outstanding Foreclosure and loan related queries and updation
- Locker custodian and management
- Suspense monitoring and reconciliation
- Maintainance of all branch registers and audit reports. Daily monitoring of suspense accounts
- Cross selling tfx, investment products and insurance.
- Managing branch allotted portfolio and up selling across all products.
- ATM monitoring and loading. ATM rconciliation
- Certificates IRDA and achievements service excellence and certificates from Au finance for loan recovery and timely closures.

Aug 2012 - Oct 2014

MAS FINANCIAL SERVICES LIMITED

COLLECTION OFFICER

- Maintaining MIS and Cordinator for cluster manager. Publishing annual report and preparing anaylised report of collection and structured business branch wise.
- Check loan account detail for all segments.
- Preparing and maintaining daily cash collection reports for all branches.
- Daily co-ordinate with collection manager, branch manager and collection executives.
- Verify collection cash receipt and entry.

ADDITIONAL INFORMATION

Father's name. – Nileshbhai Trapasiya
Date of Birth -- 05th oct-1991
Nationality -- Indian
Marital Status –Unmarried
Languages Known – English, Hindi and Gujarati
Hobbies -- Listening music, Playing Cricket

REFERENCE

♦ **Samir Barot - "Au small finance bank"**

Cluster Head

samir.Barot@aubank.in

9979004090

♦ **Nikunj More - "Au small finance bank"**

Branch Ops Manager

Nikunj.More@aubank.in

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