**Curriculum Vitae**

**AMIT SINHA**

A1/152, Orchid Greenfield

Applewoods Township, Ahmedabad

E-Mail : amitsinha0105@gmail.com

Mobile : 7376668000 / 9415015007

**Educational Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **SPECIALISATION** | **COLLEGE** | **PERCENTAGE** | **YEAR** |
| B.Tech | Computer Science & Engg. | Northern India  Engg. College, Lucknow (U.P.T.U., Lucknow ) | 74% | 2005 |
| XII | P.C.M. | M.B.I.C., Lucknow (U.P.Board) | 78% | 1999 |
| X | P.C.M. | M.B.I.C., Lucknow (U.P.Board)Lucknow | 80% | 1997 |

**Professional Qualification:-**

J.A.I.I.B . & C. A. I. I. B. of Indian Institute of Banking and Finance

Certificate course in KYC & AML.

**Work Experience:-**

Joined State Bank of India as Asst. Manager(Systems) on 20th April,2006.

State Bank of India Apr,2006 - Sep,2018 12.5 Years

**Assignment Details :-**

1. **HRMS Dept., Corporate Centre, Mumbai Apr,2006 - Aug,2008**

Functional analysis of HR process of the Bank and preparation of RFP as per the

requirement of Bank for customization of HRMS application of the Bank.

Functional analysis of payroll processing of the employees as per the rules of the

. Bank. Processing of salary in payroll module in HRMS system.

1. **HR Dept., Local Head Office, Lucknow Aug,2008 - Mar,2009**

Handling recruitment process of the Bank viz. conduct of written examination,

interview, document verification and joining formalities of the new recruits as per

the guidelines of the Bank.

1. **MIS Dept, Local Head Office, Lucknow Apr,2009- Jan,2013**

Data analysis pertaining to deposit, advances and profitability of the branches.

MIS reporting to regulator and Central Head Office pertaining to key financial . . parameters of the branches. Analysis of loss making branches and remedial .

measures.

1. **HR Dept, Local Head Office, Lucknow Jan,2013 - Jun,2016**

Handling yearly performance appraisal and conduct of promotion exercise for Scale-I & Scale-II officers of the Bank within the timelines. Shortlisting of candidates eligible for promotion and preparation promotion appraisal format of the Officers for conduct of promotion exercise and interview. Preparation of summary for appeal against non promotion of Officers of the Bank. Also handled industrial dispute (Court Cases) pertaining to employees with the Bank. Sorting of employees and preparation of list for transfer as per the transfer policy of the bank.

1. **Info. Tech. Section,Zonal Office, Kanpur** **Jun,2016 – Jan,2018**

IT infra support to branches under Kanpur Zonal Office. Support to SWIFT branches & KIOSK installation with update.

1. **Tech. Operations Dept., GITC, Navi Mumbai** **Jan,18- Sep,18**

Bill processing of the Information Technology Vendors as per SOW. Management of budget and accounts.

**Skillset:**

Functional knowledge and experience of the Human Resource (recruitment, promotion, transfer , legal issues pertaining to service. More than three years of experience on data analysis pertaining to asset , liabilities, profit and loss of the branches and preparation of MIS. Managemen of budgets and accounts.