| Gaurav Purohit | | |
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| 273, Adarsh Nagar , Sirohi , Rajasthan, | | |
| Mobile no - 9680098195 Email id -- gauravpurohit3124@gmail.com | | |
| Summary | | |
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| Banker and Financial Advisor with 2 years of experience delivering banking services and financial/investment advisory services to high value clients. Proven success in managing HNI portfolios, driving profitability, and increasing ROI through skillful strategic planning, consulting, and financial advisory services. | | |
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| Professional Experience | | |
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| BRANCH RELATIONSHIP MANAGER  KOTAK MAHINDRA BANK LTD. , AHMEDABAD ,GUJARAT | | JULY 2023–Present |
| * Maintained up-to-date knowledge of current banking products and services. * Ensured compliance with all applicable laws, regulations, policies, and procedures related to banking operations. * Performed daily audits of teller cash drawers to ensure accuracy of deposits and withdrawals. * Monitored account activity for suspicious transactions or fraud attempts * Decision making * Lead generation * Communication with stakeholders * Relationship building | | |
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| PREFERRED RELATIONSHIP MANAGER  HDFC BANK LTD. , AHMEDABAD , GUJARAT | | JUNE 2021–JULY 2023 |
| * Provided additional support with the AML compliance organization on more complex issues, including research techniques and capabilities, as well as other solutions. * Review system alerts and the impact on EDD processes, research and document results. * Generate documentation for customer identification and negative news compilation of data. * Itemize fraud reports and financial activities of high risk customers. * Drafted AML Compliance training guides to reinforce knowledge on key information, policies. * Solicited feedback from attendees, ensuring a full understanding of the material presented. * Tracked work internally for individual and team operational performance by conducting KYC analysis. * Verify the accuracy of inputs from bank customers and information in the Main Processing Queues. * Ensure that decision not to file a ("SAR") were properly documented. * Conduct investigations on questionable account activities. * Prepare and file Suspicious Activity Reports ("SAR") for accounts which have been identified to have carried out possible structuring. * Conduct quality check review and file Suspicious Activity Reports (SARs).or Suspicious transaction reports (STRs) * Adjusted end-to-end KYC process needs to align with workforce capabilities. * Conducted KYC formality reports on questionable accounts and transactions. * Researched and interpreted corporate documentation to determine business and ownership structure. * Supported KYC processes for prospective and existing customers. * Prepared high-risk reviews with results and recommendations for customer onboarding, closure and retention. * Reviewed reports and individual transactions which appeared suspicious to uncover possible fraudulent activity. * Implemented internal controls to maintain integrity and accuracy of financial records. * Evaluated success of fraud detection systems to identify areas for improvement. * Built long-term relationships with lucrative clients by utilizing active listening, effective communication and dynamic interpersonal skills. * Achieved client loyalty through quality, productivity, service and proactive management. * Generated reports regarding customer interactions, performance metrics, revenue goals. * Managed daily operations including scheduling appointments, coordinating meetings and preparing agendas | | |
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| Education | | |
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| **PGDM** | | **2020 - 2022** |
| MANIPAL INSTITUTE OF HEIGHER EDUCATION,BANGLORE | | |
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| **BACHELOR OF EDUCATION** | | **2017-2019** |
| MOHANLAL SUKHADIA UNIVERSITY ,UDAIPUR | | |
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| **BACHELOR OF SCIENCE** | | **2013-2016** |
| MOHANLAL SUKHADIA UNIVERSITY ,UDAIPUR | | |
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| Professional Skills | Soft Skills | |
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| * Fraud detection * Research and Analysis * Data Analysis * Risk Assessment * AML/BSA and Compliance * Risk Management * Data management * Staff Management * Retail Knowledge * Services Sales * Business Operations * Product and Service Management * Risk Mitigation * Sales Expertise * Fraud Investigations * Client Support * Customer Transactions * Transaction Analysis * Funding Procedures * Financial Documentation * Customer Service Process Improvement * Financial Profiling * Loan Servicing * Conducting Risk Assessments * Financial Due Diligence * Quality Control Standards * Anti Money Laundering (AML) * Issue Resolution * Excellent Communication * Customer Service * Customer Relationships | * Communication * Leadership * Problem solving * Creativity * Team work * Time management * Adaptability * B2b sales | |
| Tech Skills   * Microsoft office * Excel * Advanced excel * Microsoft Power BI * Email writing * Lead generation | |
| Languages  English -- proficient  Hindi -- native | |
| Certificates    NISM- V A  IRDAI - ISURANCE ADVISOR  NISM - DEPOSITORY | |
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