**Barot Vivek Ajitkmar**  Address: “Ajit Chambers”

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Opp: Jain Deraser

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**Career Objective:**

To be a part of an organization which provide extraordinary work environment and which enable me to apply my acquired skill and education to achieve organizational goal as well as personal objectives.

**Professional Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of company | DURATION | ROLE | GRADE |
| ICICI BANK | *January 2012 to January 2013* | Development Officer | Assistant Manger |
| HDFC BANK | *January 2013 to January 2016* | Branch Manager (Rural) | Assistant Manager |
| Kotak Mahindra Bank | 21 March 2016 to 05/07/2019 | Branch Operations Manager | Manager |
| AU Small Finance Bank | 22/09/2019 to 31 Dec 2020 | Branch Manager | Senior Manager |
| Yes Bank Ltd. | Jan 2021- Till Date | Branch Manager | Senior Manager |

* I have started my professional career with ICICI BANK on (*January 2012 to January 2013*)

I was working as a Development Officer (DO) in farmer finance department. In which I was handling different loans like cattle and corps, in which cattle loans operates through dairy tie up.

* I am also been part of HDFC BANK as an Assistant Manager from (*January 2013 to January 2016.)*

At HDFC BANK I have joined as **Teller** profile, in which I have to take care of daily cash transactions at the branch. Managing of cash related registers taken care of cash management and also cross sale of over the counter products.

I was assigned new role after six month of my joining as BDA at PAMOL Branch. In BDA (BRANCH DELIGATED AUHOTIRY) role I had assigned all the rights of checking account opening form and dispatched the same to account opening units and process the same without any delay.

I was also assigned transaction authorization power and become authorizer at the branch. It includes NEFT/RTGS and all other cash handling and fund transfer as well.

I am taking care of branch profitability, how to get branch break even as soon as possible, account opening, maintenance of AMB, cross sale of different TPP products through sales staff, different cases

of agriculture loans, two wheeler loans. Cash credits (cc), and the entire product, I am handling team of 2 staff member.

* After that I have worked with Kotak Mahindra Bank as a Branch Operations Manager.  Mar 2016 to Jul 2019

This profile includes all operations related work at branch like taking care of all day to day activities at branch. Customer query resolution and first contact point for any customer to resolve their baking needs.

There are some parameters decided for service quality the same are taken care by operations manager. I am also taking care of forex remittances and LRS transactions at the branch. I have team of 5 subordinates. Account opening and measuring of customer profile and opening of the account with first time right is the major part of profile.

Branch service quality score card and first pass of AOF and instruction will be the key parameters of the profile. Managing branch hygiene like branch ambiance from outside as well as insides, different notices and day to updates if any. My profile also includes sales from my subordinates and myself as well.

Managing audit compliance and maintain audit well controlled is the major part of my profile. Compliance reverts and tracking of customer transaction are monitored by me.

* Currently I am working with AU SMALL FINANCE BANK LTD as a BRANCH MANAGER. My current location is Mehsana. I am handling team of 12 employees it included 4 service staff and 8 sales personal. Sep 2019 – Dec 2020

In the branch Manager role I also have to under go various loans products such as Home loan, mortgage Loan, personal loans. So I have a knowledge of how the loan approval works and how to check **CIBIL score** what are the parameters are taken care while sanctioning the loan to particular person, checking of his total liability against the financial income which he is earning. I also have to go for field verification to different places for checking customers availability as well as genuineness of of customer.

I manage all the activities like staff management, Driving business,Customer Service, Audit, Operation, Retail Assets, New acquisition and association of customer.

I am also handling on boarding activities of new employees in the system.

This is the overall gist of my current profile it also includes lots of other work which is taken care in my profile.

* Currently Working in Yes Bank as a BRANCH MANAGER, For the Location Ahmedabad, from Jan 2021- Till Date.

In the branch Manager role I also have to under go various loans products such as Home loan, mortgage Loan, personal loans. So I have a knowledge of how the loan approval works and how to check **CIBIL score** what are the parameters are taken care while sanctioning the loan to particular person, checking of his total liability against the financial income which he is earning. I also have to go for field verification to different places for checking customers availability as well as genuineness of of customer.

I manage all the activities like staff management, Driving business,Customer Service, Audit, Operation, Retail Assets, New acquisition and association of customer.

I am also handling on boarding activities of new employees in the system.

This is the overall gist of my current profile it also includes lots of other work which is taken care in my profile.

**Academics:**

I have done MBA with specialization in finance subject from Samarth Institute of Management, Himmatnagar under Gujarat Technological University at Ahmedabad.

|  |  |  |  |
| --- | --- | --- | --- |
| Course | University | Percentage/SPI | Year |
| MBA (Finance) | GTU | 7.20 CPI | MAY-2011 |
| B.B.A. | HNGU | 58.30% | March-2009 |
| HSC | GSEB | 63.71% | March-2006 |
| SSC | GSEB | 64.29% | March-2004 |

**Training:**

Done One month Company training from Apollo Equipment Ltd, at Mehsana- Ahmedabad highway nr: linch on the general industry report.

Where I have done a general analysis on how the company works, how organization and management helps to the industry to work smoothly.

I also did Company training from India bulls Securities Pvt Ltd.

I have done company training from Modern Terry Towel Ltd at Sanand, on Inventory Management.

An industrial training at Banas Dairy Palanpur on a general report.

I have also done grand project on E-banking facilities of different banks and awareness of customer about that services.

Where I have analyze the different facilities provided by banks on E-Banking plat form and whether the customers are actually using that facilities or not.

**Family Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relation | Profile | Age |
| Ajitkumar Kantilal Barot | Father | Advocate | 61 |
| Anjanaben Barot | Mother | House wife | 56 |
| Pooja Vivek Barot | Wife | House wife | 27 |

**Extra Curriculum Activity:**

I also got second price in elocution competition at collage level.

I have also attended the Gujarat level event of different curriculum activities which is organized by PARUL INSTITUTE OF MANAGEMENT at Baroda.

**Interest & Hobby:**

Interact With people.

Singing songs

Listening to music. To make myself free from stress.

**Personal Information**

**Name: Vivek Barot**

**Date of Birth: 06th of Aug. 1988**

**Father Name: Mr. Ajitkumar Barot**

**Marital status: Single**

**Nationality: Indian**

**Declaration:**

I hereby declare that all the details given above are true to the best of my knowledge and belief.

**Date: Signature:**

**Place:**