**CURRICULAM VITAE**

Prashant Narayan Panchal

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Summary &Objective

To be associated with a progressive organization that utilizes my knowledge to the optimum possible level and

Provides an opportunity to achieve professional goals.

Education Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | University / Board | Passing Year | Scores / Class |
| B.Com (Accounts & Taxation) | Mumbai University | 2006 | II nd Class |
| HSC | Mumbai University | 2003 | II nd Class |
| SSC | Maharashtra Board | 2000 | II nd Class |

Certification Course (Through SYNTEL Company)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Certification Course | | University / Board | | Passing Year | | Scores / Class | |
| **CISI** (Chartered & Institution for Securities & Investment) | | UK Based Institute (London) (Investment & Retail Process) | | June-2011 | | Passed with Grade-A | |

Work Experience

Company: - KOTAK MAHINDRA BANK LIMITED (KMBL)

Duration: From Oct 2016 to to till date.

**Department**: - **RPC** (Regional Processing Centre) designated as Deputy Manager (M2)

(Work with **Finacle** and **Siebel** software)

Key Responsibilities

* Handling Digital & Physical SR (Service Request) via E-mail, Courier & on the Scan basis.
* Maintain client Accounts like: - CASA, OD, TD, DC, FATCA, Home Branch, Scheme code, Beat pickup & Channel Access for Mumbai & Gujarat Branch.
* Check DVU & Update in FINACLE & SIEBEL software as well as CORE system.
* On the Daily basis check AMU, CBO, DVU & Inward Buckets as per TAT.
* Resolve customer query which received under CBO Buckets.
* Always coordinate with Branch for any Query as well as any Escalation.
* Always work as per TAT as well as SLA which set by Organization.
* On the Weekly basis we arrange conference call with Branches for any new update.
* At the time of Logoff we twice check all the Buckets & close EOD in FINACLE.
* Provide 100% accurate training to all new joinee and solve the query.

Company: - SYNTEL Services PVT Ltd KPO (London) Based Company

Duration: From Nov 2009 to June 2016. (Mumbai- Airoli Branch)

**Process** – **UK** Cofound Dealing (IFDS) International Financial Data Service, Designated as Senior Associate.

Key Responsibilities:

* Reconciliation of cash balances between our records and Bank records, and researching the discrepancies.
* Calculating gain or loss on Forward contracts and passing corresponding entries in general ledger system.
* Maintaining and updating all fund related information like principle, income and Book cost in excel worksheet. Working with Advanced Formulas lookups and data tables etc.
* Reconciliation of trades between trade information system, general ledger system and bank records.
* Delivery of various kinds of month-end tasks which helps the Reporting team to complete their ME/QE/YE reporting.
* Coordinating communication between fund accounting and portfolio management groups via E-mail.
* Support of portfolio/trading groups with daily performance attribution and cash management.
* Developed comprehensive reports and abstracts using internal and external data to explain extraordinary events, presented information to supervisors and fund managers.
* On the Weekly basis we arrange conference call with clients regarding any new update in process.
* Provide 100% accurate training to all new joinee and solve the query.

Company: ADFC Pvt Ltd (shared service centre of HDFC BANK LTD)

Duration: From Oct 2007 to July 2009 (Mumbai-Andheri Branch)

**Process** – Retails Operation worked as Associate.

Key Responsibilities

* Preparing as well as Maintaining **CIBIL** (Credit Information Bureau India Ltd)
* Calculating Customer Eligibility for TOP UP&CSA cases as per the Bank Policy
* Update the “LOS” (Loan Origination System) in the System
* Observing the “TAT” (Turn around time) in all work activities
* Always check the **AQB** balance before process
* Check all CIBIL Report against the Fraud Customer
* Twice check all the report while Banking in System

Company: GODREJ & BOYCE Manufacturing Pvt Ltd (Mumbai-Vikhroli Branch)

Duration: From Apr 2007 to Sep 2007 (Mumbai-Vikhroli Branch)

**Process** – Logistic and Distribution.

Key Responsibilities

* Maintaining & Preparing T/O for Dispatch
* Arrange T/O As per requirement for Dispatch
* Maintain T/O of finished Goods for Dispatch to warehouse
* Update T/O record in Spreadsheet & BANN also on Daily Basis
* Always check the Twice T/O
* Check all P/O again before EOD
* Maintain Back-up in Spreadsheet for all the T/O & P/O
* Provide 100% accurate training to all new joinee and solve the query.

Awards & Achievement Details (Through SYNTEL Company)

* TITAN Awards in the month of FEB-2015
* Completing FIVE years Awards in the month of Nov-2014
* Performance Converge (PC) Awards in the months of DEC-2013
* Achieved Fly Opportunity to migrate Two areas of process (Worked in UK (London) from 10th March-2013 To 20th April-2013

Computer Awareness

* Passed MS-CIT Exam with 92.00%.
* Passed Tally 7.2 Version with A Grade.
* Passed MS-office Exam with A Grade.

Personal Details

Address: - Flat: - 306, Shree Krishna Park, Opp Swarajya Crystal Sector 29C Rabale Airoli Navi Mumbai 400701.

Languages Known: English, Hindi, Gujarati and Marathi.

Hobbies: Listening Music & Like to visit at different places.

Date of Birth: 24th JULY-1985.

Marital Status: - Married.

Date: -

Place: - (Prashant. N. Panchal)