**SUNIL SURAPPAGARI**

**Contact No** : +91 9100404161 **E – Mail** : sunil.surappa@gmail.com

Being a professional banker I have utilized my skills and abilities for the growth of our bank that offers professional growth while being resourceful, problem solving, critical thinking, innovative and flexible.

**Organization Experience: 3 years of exp**

2018- Present**: Financial** **Officer in IIPS**

Organization: **Axis Bank Ltd**

* Updating of NAV &Scheme master files for our clients on daily basis
* Mutual fund authorization of normal and systematic trades.
* Generate a batch files for online and verified trades and transferring the feed to the respective RTA’s for
* Transferring funding files to the AMC’s
* Sending bank funding files to the respective AMC’s.
* Reconciliation of the transactions processed Vs pending MF
* Uploading the reverse feed file of POA&NON POA clients for Karvy / CAMS & FTI.
* Preparation of MIS(End of the day), documentation and analysis to suggest feasible improvements to the process
* Uploading the FATCA / Online&Offline AOF forms in respective RTA Sites.
* Handling queries related to customer portfolio. Ensure RM’s queries are promptly addressed, documented and resolved within the agreed TAT.

2017- 2018**:** Depository participant **executive& Authorizer**

Organization: **Axis bank ltd**

* Authorization of all type of DIS execution& Requisition slips and pledge requests of NSDL and CDSL and creation, closure of commodities
* Participating activities like BOD and EOD for both NSDL and CDSL. and taking all batches related to settlement and pledge for NSDL and CDSL both the depositories.
* KYC scrutiny of demat account for individual, joint accounts, HUF, NRI Repatriables and non repatriables. And Modified KYC like Address change, Phone number and Registered Email change etc. by using PAN through NDML site
* Excellent Communication, Interpersonal and people management abilities.

**Certifications and Professional Trainings :**

* NISM-Series-VI : depository operational certification
* Attended five days CDSL training meant for Depository Participants conducted by BSE
* Attended two days Accelerate program for developing skills& empowerment conducted Dale Carnegie by Axis Bank.
* Awarded rewards& recognition for star performer of the Q3 2018.

**Academic Credentials :**

* PGDBMfrom Timesproin the academic year 2016-17.
* B TechfromJNTU Ananthapur in the academic year2012-2016fromwith 7.5 GPA
* HSC from Board of intermediate in the academic year 2010-2012 from with 9.3 GPA

**Personal Information:**

Father’s Name : S Subbarayudu

Date of Birth : 10/05/1995

Marital Status : Single

Languages Known : English, Telugu, Hindi

Permanent Address : 1/21 Seshakkagari palli, Bommavaram post, Obulavari

palli ( M ), Y.S.R Kadapa, AP 516110.

Declaration:

I hereby declare that the above Information provided is all correct and to the best of my knowledge and belief.

Date: (SUNIL SURAPPAGARI)