Praveen Swami

Senior executive-Operations at CMS Infosystem Ltd.

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Summary

I have over 4+ years of experience.

- Currently, I am working as senior executive-Operations with CMS infosystem Ltd at Jaipur location. Where I Improving, Coordinate, manage and monitor the workings of Branch, And handling or processing DO release documents for safmarine and Maersk line India pvt Ltd .

- Previously, I worked as Operation Assistant Cum Cashier at Janalakshmi Financial Services Ltd. (**Jaipur Branch**) where Receiving payment by cash, vouchers, Process sales or other transactions and Coordinate the workings in the Branch i.e (Sales, Collections, Disbursement, Customer Service, Cash Collections, MIS, Cross Selling of Products offered by JFS).

Competencies:

- **Operating System:** Window XP, Vista, Windows 7, Windows 8.
- **Microsoft Office :(**Microsoft Access, Microsoft Excel, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Word).
- **Customer Relationship Management system:** Salesforce.com.
- **Customized Core Banking:** Core Banking System (CBS) Verification of Collection & Disbursement posting in CBS (Core-banking Solution)-Flex cube 11.6.0.0.0

Experience:→

Senior executive-Operations at CMS infosystem Ltd.

June 2019 - Present.(Barmer Location)

Managing the daily activities of the branch.
Handling customer escalation and mails and revert back the resolutions.
Co-ordinate with the Regional head team in getting the FLM calls attended on TAT.
Maintain daily performance report of the branch .
Managing 200+ ATMs (Their Loading and bank withdrawal)
Submit weekly field ATM Audit report to Regional head.
Managing fifty Employees Team
Enforcing the companies policies, principles
Coaching and developing staff to do more and better
Adherence to regulatory requirements

Feb. 2017- June 2019.(Jaipur Location)

Handling the branch for operational works/MIS management/quality assurance.
Handling and processing Delivery Order document of shipping containers for safmarine and Maersk Line India Pvt Ltd.
Manage or Monitor vault Team cashiers.
Count currency by hand or using currency-counting machine, to prepare them for deposit or shipment to branch Bank or ATM.
Handling or verify Sub-Vault or Main vault Registers .
Supplied and verified currency to bank branches .
Responsible for prioritizing work and delegating tasks to ensure proper coverage of daily functions.

Operation Assistant cum Cashier at Accenture Services Pvt. Ltd. (Client: Janalakshmi Financial Services Ltd.)

Dec.2015-Feb.2017

MIS Management

Coordination with Sales & Collection Staff in Branch.

Data Correction & Verification in Sales force (CRM).

Verification of Collection & Disbursement posting in CBS (Core-banking Solution)-Flex cube 11.6.0.0.0

Verification of Customer Enrollments & Collections

Sales team support

Internal control & process

Follow-ups with data entry agency for customer's loan application process

Follow-ups with loan sanction team (Central Operations)

Delivery of complete and accurate work product.

Receive payment by cash, vouchers, Issue receipts, refunds, credits, or change due to customers.

Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Cash Pick Up & remittance through CMS agencies

Process sales or other transactions.

Education

Lovely professional University - Distance Education
Master of Business Administration (M.B.A.), Information and Technology, General,2012- 2014

Singhania University, Rajasthan
Bachelor's Degree, Computer Application, (BCA) 2007-2010
Grade: I

Jhunjhunu Academy Senior Secondary School.
High School, Physics, Chemistry, Math's. 2004 - 2005
Grade: II

Interests

Cooking

Certifications

M.C.S.E. Windows Server 2003.
Advanced Diploma in Computer H/W & Networking
Jetking H/N & Networking institute New Delhi.

Languages:-

English
Hindi

Skills & Expertise

MIS
Microsoft Office
MIS Management
Audit Measures
Administration
Vendor Management
Teamwork
Time Management
Microsoft Excel
Team Management
Management
Microsoft Word
Banking
Customer Service.

Personal Profile:-

- ➢ **Father's name**   Mr.Rajendra Kumar swami

- ➢ **Date of Birth**   :   13 November 1987

- ➢ **Nationality**   :   Indian

- ➢ **Marital Status**   :   Married

Declaration: **- I hereby declare that the above mentioned details are true to the best of my knowledge.**

Date:
Place: Jaipur   **(Praveen Swami)**