

## **CURRICULUM VITAE**

### **AWDESH KUMAR YADAV**

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#### **Professional Summary:**

- I have 12 + years of Experience and seeking a position to utilize my skills and abilities in a Banking & Financial sector that offers professionals Growth.
- While being resourceful, innovative and flexible and to act and work smartly so as to achieve greatest and seek platform where innovation can be turned into realities.
- Proven ability to analyze and evaluate complex financial data quickly and accurately.
- Excellent time management, analytical, organizational and problem solving skills.
- High level proficiency in using relevant MS applications like Excel and Power Point.
- Exemplary written and verbal communication skills.

#### **Professional Experience :**

**YES BANK LTD. (Khekhra BAGHPAT ) from April, 2023**

**Role: Deputy Manager (Authorizer)**

#### **Responsible Skills:-**

##### **Service :**

- To ensure all counter should ready to service customers 15 minutes prior commencement of business hours.
- To ensure customer requests are satisfactorily closed within TAT and ensure that customer
- Grievances are resolved and closed on time.
- To ensure that Lobby Team carries out the required number of knowlarity calling of customer.
- To ensure Teller Transactions Authorization, Suspense accounts monitoring, Display of Regulatory Notices, Petro Cards, Mandatory Approvals, Branch EOD Activity, Critical Key Management/ Password Management, Suspense Account Monitoring.
- Responsible for Key Branch transactions review like Form 60, Stop Payment, Large transations Report.
- FRFC Branch Registers Branch Stamp FCR right & Auth Memo.
- To ensure that the Lobby Team and individual sells bank and third party products like LI, GI, Home Loan, Auto Loans, Credit card and Personal Loans etc and generates the require number and revenue targets month on month basis.
- To ensure adherence to basic operational function viz timely opening of the branch, adherence to CRL, ensuring TAT of account opening , reconciliation of cash and security items.
- To ensure that transactions are carried out as per stipulated guidelines and in an error free and compliant manner.
- To ensure branch operations are carried out in such a manner such that branch achieves high rating during audit.
- To achieve excellence in Branch Sales and Service Scorecard.
- To nurture talent and ensure grooming of the team such that they are capable of taking up higer responsibilities in future.
- Responsible for individual sales Target vs Acheivement.

**HDFC BANK LTD. (Madhoganj Hardoi ) from Oct 2021 to April 2023**

**Role: PB Teller Authorizer**

## **Responsible Skills:-**

### **Service :**

- To ensure “First Time Right” in the account opening process.
- To ensure customer requests are satisfactorily closed within TAT and ensure that customer
- Grievances are resolved and closed on time.
- To ensure that Lobby Team carries out the required number of knowlarity calling of customer.

### **Business Development :**

- To ensure that the Lobby Team sells bank and third party products like LI, GI, Home Loan, Auto Loans, Credit card and Personal Loans etc and generates the require number and revenue targets month on month basis.

### **Operations:**

- To ensure adherence to basic operational function viz timely opening of the branch, adherence to CRL, ensuring TAT of account opening , reconciliation of cash and security items.
- To ensure that transactions are carried out as per stipulated guidelines and in an error free and compliant manner.
- To ensure branch operations are carried out in such a manner such that branch achieves high rating during audit.
- To achieve excellence in Branch Sales and Service Scorecard.
- To nurture talent and ensure grooming of the team such that they are capable of taking up higher responsibilities in future.

**HDFC BANK LTD.**

**Prayagraj & Barabanki Branch (from May – 2013).**

**Role- (Assistant Manager) Teller/ Teller Authorizer**

## **Responsible Skills:-**

- Cash Deposit and Cash withdrawal (Authorization of Teller transaction as well)
- Cash Remittance Inward & Outward.
- Responsible for branch expenses (staff welfare, repair & maintenance, stationery etc).
- Responsible for Large Transaction report (Profiler up keeping and reporting).
- Responsible for Dormant Report & its report up keeping.
- Forex & Multicurrency Transactions.
- Generation of asset Leads & timely closure.
- Same day BJR checking of counterparts.
- Fortnightly review of own workstation from BM.
- Contribution for achieving sales target of branch.
- Morning & Evening Report generation and filing.
- Responsible for Customer Pass Book Updation and educate him about bank services.
- Responsible for the providing the right solution to the customer query and customer complains.
- Contribution for achieving sales target of branch as well as Third Party Products..

**ICICI BANK LTD, Lucknow (Hazaratganj Branch)**

**Role- Sales Officer (Salary Accounts) July 2010 to April 2013**

**Role- Business Development Executive (Salary Accounts) August,2007 to June 2010**

### **Responsible Skills:-**

- Opening Salary accounts, L.I., R.D., F.D. with special emphasis on account opening Cheque.
- Team management of MRE.
- New customer acquisition.
- New customer acquisition from old relationship.
- Opening Salary accounts of Army Personnel & timely activation of accounts.
- Conducting sales promotion activities.
- Observed new account achievement by making contact with the customer at planned intervals.
- Expert in a cold-calling, negotiating contract, consultative selling, forming grouping and partnering with others.
- Collection of Salary Cheques and its upload by RPC.
- Produced costs opportunities to support repeat sales.
- Conducting sales promotion activities.
- Adhering to the set principles of the organization in all the financial transactions.
- Accountable for completing sales objectives and general quality of service.
- Direct efforts to develop customer experience at the point of sales.

### **Computer Skills:-**

Operating Systems : Windows XP, 2000, 98 Vista.  
Applications : Microsoft Office, Excel, Word, Power Point.

### **Academic Credentials:-**

- B. Com. from Lucknow University in the year 2004.
- Intermediate from C.B.S.E. Board in the year 2001.
- High School from C.B.S.E. Board in the year 1999.

### **Personal Profile: -**

Date of Birth : 15 April, 1984.  
Father's Name : Late Shri R. B. Yadav.  
Nationality : Indian  
Languages Known : English & Hindi.  
Strength : Positive attitude, Hard working & Fast learner.  
Address : 58, Vikram Nagar R.D.S.O. Manak Nagar Lucknow (UP)  
Pin. 226017

### **Declaration:**

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Lucknow

Date:

( AWDESH KUMAR YADAV)