

CURRICULUM VITAE

Ganesh Dilip Suryawanshi

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Career Objective

To attain a challenging position in a firm to use and enhance my knowledge for the benefit of the company.

Professional Experience

Company : Mphasis
Duration : 26th May 2021 to Till
Designation : Transaction Processing Officer

Duties and Responsibilities:

- Preparing and processed all documents required for each transitions.
- Inputs transactions of into client application systems, maintain records of transfer procedure and reconcile all accounts.
- responsible for performing operational support duties of the Wire Transfer Department and assists the Wire Transfer Manager as directed by creating, verifying, issuing, and receiving wire and funds transfers for processing.
- Leverages a strong understanding of the Cash Processing protocols and equipment.
- In-depth knowledge of Swift Formatting, Clearing channels, end to end flow of payments and credits
- Doing international payments, Nostro.
- Ensure that time sensitive cash wires are released in accordance with global currency cut-off periods.
- Processes account related transactions per scheduled events/client authenticated direction.
- Following established procedures, answers inquiries, and resolves problems or issues.
- Pass payments adjustments entries on client accounts, internal accounts & Nostro accounts

Company : HDB Financial Services
Duration : 29th June 2019 to 15th March 2021
Designation : Jr. Marketing Coordinator

Duties and Responsibilities:

- Assist in the development and implementation of the company's brand strategy
- Ensure all marketing efforts serve to achieve immediate and long-term business goals, identifying and executing improvements for processes, content, and lead generation.
- Prepare marketing activity reports and metrics for measuring program success.
- Provide market research, forecasts, competitive analyses, campaign results, and consumer trends.
- Support the maintenance and development of internal tools, including a credentials database, tracking capability, global contact directory, and intranet sites.
- Providing financial assistance to the customers.
- Explaining the importance of Insurance and converting into sale.
- Maintain customer relationship, loan processing.
- Assisting the customers to open family accounts.

Education Qualification

Qualification	Board/University	Year	Percentage/GPA
M.Sc (Bioinformatics)	Deogiri college Aurangabad	2019	8.3 GPA
B.Sc	Deogiri college Aurangabad	2017	65.33%
HSC	JES College Jalna	2013	51.50%
SSC	S.B High School Jalna	2011	65%

Computer Skills

- MS-CIT
- Basic excel
- Basic Python

Interpersonal Skill

- Adaptable.
- Quick learner.

Hobbies

- Internet Surfing
- Interacting with People
- Traveling
- Trekking

Strength

- Decesion making skills.
- Quick learner.
- Creating a position environmental

Achievements & Awards

- Received many Awards and Recognitions for outstanding performance.
- Best employee award.

Personal Information

Date of Birth : 20/10/1995
Address : Flat no 101, near Ghodke hospital, Bhagya nager Jalna
Language Known : English, Hindi, Marathi.
Nationality : Indian
Marital Status : Unmarried
Mobile no : +917972682380

I hereby declare by that the above furnished particulars are true to the best of knowledge and belief.

Place: Pune
Date:

Yours Faithfull,

Ganesh Dilip Suryawanshi.