

**TANVEER ALAM**

**Phone:** (M) +91 7042165152, **Email:** alam.tanveer@outlook.com

House No.2209A/169 Ganeshpura, Kanhaiya Nagar, Near Old Bus Stand, Delhi-35

**OBJECTIVE**

Intend to build a career with leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in a challenging and creative environment and excel in that and thereby achieving organizational as well as individual goals.

**SYNOPSIS**

Young, energetic and result oriented professional. Adroit at analyzing the organization requirements; highly ethical, trustworthy and discreet.

* Skilled Team member with proven ability to lead and motivate teams to maximize productivity.
* Friendly with an upbeat attitude.
* Excellent decision making & problem solving skills with a positive approach.
* Dedicated and highly ambitious to achieve personal as well as the organizational goals.

**PROFESSIONAL EDUCATION**

* Completed Diploma In Computer Application from C.S.J.M. University, Kanpur Year 2005
* MCSE from EIIT Noida
* DNS, DHCP, FILE SERVER, GROUP POLICY, USER MANAGEMENT.
* CCNA from EIIT Noida.

**EDUCATION**

* **B.A.** from **CSJM** University Kanpur in 2004.
* Intermediate from Allahabad Board U.P in 2001.
* **10th** from Allahabad Board U.P in 1999

**WORK HISTORY**

* **Union National Bank, Abu Dhabi as a Branch Associate (March 2007 – April 2010)**

**Key Deliverables:**

* Attending customer’s general query.
* Managing the team of 10 executives.
* Handling branch compliance, Assisting branch Audit for external and internal audit team.
* Handling bulk Account opening – process and sending UNB Branches and security stock management.
* Assisting Mailing Machines Process for sent out Credit Card Statements.
* Process for sent out Customer’s statement & daily advices.
* Product Promotion through campaigns and exhibitions.
* **Satin Credit care Network Limited as a MIS Executive. (Nov ’1st 2010 – Jan 10th 2013)**

**Key Deliverables:**

* Prepare of MIS Report as like as Branch portfolio, at a glance Report under the supervision of Regional MIS.
* Prepare of Credit Beauro Report for Branch wise Loan disbursement
* Responsible of four branches regarding any information from operation which is required for IT purpose.
* Preparing disbursement sheet branch wise for loan disbursement checking disbursement report.
* Making Client Handling report, client inquiries.
* **Ujala Credit Cooperative Society Limited as a Branch Officer/ IT Support. (May’5st 2014 – Till The Date)**
* Manage all security stationary of branch, Assets management and tagging.
* Solved query IT related as Instruction of Head Office.
* Maintaining Antivirus client PCs and OS.
* Active Directory user and permission, share folder permission.
* Handling all cash transaction of branch, vouchers preparation, expenditure entry, renewal entry.
* Making Daily report, Cash Book and Bank Book.
* FD, MIS, RD, DDS Account Opening, Maturity and Pre-Maturity Process of FD, MIS, RD, DDS Accounts.
* Fund Management for Maturity and Pre-Maturity Payments.
* Checking customer’s kyc and account opening forms as per company sop.
* Updating customer’s signature, photo and kyc in our online banking application.
* Process Secure loan against deposit.
* Branch Attendance, Prepare Daily Activities report, local vendor management, quotation branch level work.
* Preparing Monthly Report.
* Resolving Branch level all issues.
* Assisting in Branch Audit and handling branch Compliance.

**STRENGTH**

* Self-motivation and determination.
* Ability to work in strenuous environment.
* Love to work in-group.

**HOBBIES**

* Traveling.
* Net Surfing
* Playing Cricket

**PERSONAL DETAILS**

Date of Birth: 12th Aug. 1983

Languages: English and Hindi

Passport No: M9476096

## Passport Expiry: 11/05/2025

## Declaration: -

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

**(TANVEER ALAM)**