

## **CURRICULAM VITAE**



Sowjanya Gopi  
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### **CAREER OBJECTIVE:**

Having extensive knowledge in the field of branch banking. I am seeking position that will use my technical as well as and knowledge where I can contribute to the operations in any capacity that matches with my knowledge will allow me to utilize my skills to mentor and thereby to our company.

### **BELIEF:**

Learning and working thereby enhancing career. Adding values to the team apart from my job responsibilities and they're by adding Value to myself.

### **PROFILE SUMMARY:**

- Ability to function as team player and alternatively work independently to archive objectives.
- Problem solving and trouble shooting.
- Demonstrated ability to manage multiple task and deadlines.
- Extensive knowledge in operations.

### **EDUCATIONAL QUALIFICATIONS:**

- **Master of Business Administration (Finance and Marketing)**
- **Bachelor of Science (Mathematics, Physics, Chemistry)**

### **CORE COMPETENCIES:**

- Infosys Finacle Banking software
- Credit and Financial analyses
- Financial management and reporting
- Branch banking operations
- International Banking/trade finance
- Regulatory compliances

## **WORK EXPERIENCE:**

**Worked for AXIS Bank Ltd., as Customer service officer and Teller since Dec 2017 till date**

### **Job Profile:**

- Identify problematic accounts and delinquent accounts.
- Review and analysis portfolio fortnightly performance and month on month.
- Remittance of fund required to correspondent bank.
- Corporate accounts opening and maintenance.
- Handling bank security keys as a one of Bank custodian.
- Handling Clearing cheques and their processes.
- Provide account services to clients, including a full range of the Bank's retail services
- Performs maintenance requests received by phone for check re-orders, cashier's checks, basic loan maintenance, Debit/ATM PIN resets, loan payments, On Command lockouts, change of addresses, close accounts, account transfers, and Line Of Credit advances
- Receive checking and savings deposits: verify cash and endorsements, receive proper identification for cash back, and issue receipts of deposit
- Process savings withdrawals
- Cash cheques: verify endorsement, receive proper identification, and ensure validity
- Identify counterfeit currency
- Answer basic customer inquiries regarding interest rates, service charges, and account histories while complying with disclosure requirements, regulations and consumer privacy policies
- Accept loan payments: verify payment amount and issue receipts

4 years best performer in AXIS BANK in regional level. 2017-18 qualified in AXIS Superstars award. 2019-20 qualified in prestigious campaign KVB got **appreciation certificate from Mr. Ravi Narayana Branch banking head in India.**

## **PERSONAL PROFILE**

Name	: Sowjanya Gopi
Date of Birth	: 16-12-1993
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi and Telugu
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I hereby declare that all the particulars given above are true and complete to the best of knowledge and belief.