

Abhishek Samanto

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Career Objective

In pursuit of challenging and stimulating assignments in the banking & other financial services to fully utilize my skills & experience for the fulfillment of organizational goals and to reach higher level.

Core Competencies

- Operations
- Analytics
- MIS Management
- Presentation of Data
- Project Management

Career Summary:

- Associated with **Kotak Mahindra Bank** is an Indian banking and financial services company headquartered in the city of Mumbai, India. It offers banking products and financial services for corporate and retail customers in the areas of personal finance, investment banking, life insurance, and wealth management.

Role: MIS Executive (Gold loan product)

Duration: June-2021 to Dec-2021

- Responsible for KPAY (payable amount against car loan) vouchers across pan India level.
 - Maintenance of KPAY vouchers with accurate MIS report.
 - Maintaining dashboard of gold loan MIS report.
 - Daily and Monthly preparation of reports, analysis of the cases in the system.
 - Presentation of various reports to the management.
- Worked with **IndusInd Limited** it's a new-generation Indian bank headquartered in Mumbai. The bank offers commercial, transactional, and electronic banking products and services.

Role: Officer (Cash Management)

Duration: Sep-2019 to June-2021

- Responsible for pay-in and pay-out of various exchange houses (National Stock Exchange, Bombay Stock Exchange, National Commodity & Derivatives Exchange & base capital of various exchange houses.
- Ensure all the pay-in & pay-outs are completed within the stipulated time.
- Confirmation and documentation of fixed deposit & third party fixed deposit to be processed within the given time limit.
- Verification and documentation of commercial papers by updating MIS report as per the issuance of the same.

Project Handled:

- Requirement gathering of data to automate pay-in and pay-out process to perform high quality tactical analytics by using past & present forecast.
- Successfully completed UAT for the process improvement of pay-in & pay-out. This automation has help to reduce the man hours by 4 which was during the crucial sessions.
- Collaborated with technology team for smooth connectivity and functioning of operations for the process.
- Suggested multiple alternatives to avoid errors in the entire process.

- Contributed to continuous improvement tracker with at least 3 JDIs annually.
- Preparation for Standard Operating Procedure & Operations Risk Management Notes.
- Responsible for Migration of system Tradepro by replacing old system for capturing trade transactions.
- Ensured 5S compliance securing score of 95% plus in the preceding 2 years for the external 5S audit.

Academic Qualification

CLASS	BOARD/UNIVERSITY	YEAR	Grade
SSC	Mumbai University	2013	A
HSC	Mumbai University	2015	A
B. Com	Mumbai University	2018	A
Diploma in Banking & Finance	NIIT	2019	B

Computer Proficiency & Certification:

- Good knowledge of MS Office & Internet Savvy.
- Ability to learn any other / new computer program quickly.
- Advanced Excel Tools and Techniques for Analyzing Data.
- Good knowledge of excel functions and formulas (V-lookup, H-lookup, Count if, Subtotal, Pivot table and charts.
- Handling Structural Financial Messaging system (SFMS).

Personal Information

Nationality : Indian

Date of Birth : 11/02/1998

Gender : Male

Languages Known: English, Hindi, Marathi, Bengali.

Address : Rostamani Building, Khalid Bin Al Waleed Road, Dubai UAE

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge.

Date :

Place :