

Anil Agarwal

anilagarwal1975@rediffmail.com

Phone : 9338713066

Interests: Online data checking work, Numerical proofreading, Medical, Financial and Legal Typing, Online data entry, Other Proofreading & Editing services

Career Profile

From 2017 onwards till 2021

Assisted in the family owned pharmacy. Managed billing, stock, bank operations, accounting work, GST and other compliances.

March 2014 to March 2017

Selected for the post of Young Professional (Procurement). Worked for the School & Mass Education Department, Govt. of Odisha to support project delivery efforts for a range of education projects.

Work Requirements & Achievements:

- Performance rated as "Outstanding" in the performance review. Received Commendation by Commissioner-cum-Secretary to Govt., S &ME Dept.
- Involved in the Governing Body and Executive Committee meetings. Preparation of the agenda, presentation, minutes thereof for review by senior officers.
- Member of the Procurement Committee as a Special Invitee of the Govt.
- Technical support to the project team in addressing any concerns of the Education Secretary, the Legislature, Govt. of India etc.
- Correspondence with project functionaries, provided updates to Project Directors.
- Edited written content to ensure that material is clear, consistent, complete, credible, well written and grammatically correct.
- Ensured formatting consistency and document completeness(tracking multiple components of large, complex documents).
- Identified errors in document structure, headings, reading order, figures and tables and remediated identified issues.
- Performed a wide range of clerical, secretarial and general office duties including those of a confidential nature.

- Drafted legal documents like agreements and contracts, performed legal and records research (identifying relevant judicial decisions, legal articles), prepared misc. legal forms and supported litigation matters.
- Completed additional projects as assigned.

Deputy Manager in HDFC Bank Ltd., February 2008 to March 2009

Work requirements:

- Review of customer portfolio, working in a team spirit for the improvement in quality of customer segments, monitor and review transactions.
- Seamlessly coordinate branch functions for smooth and efficient operations.
- Converting the customer touch points from transaction desks to relationship centers.
- Respond to inquiries displaying a comprehensive knowledge of the bank's products and services.

Senior Officer in ICICI Bank Ltd., February 2005 to September 2006

Work requirements:

- Adherence to quality guidelines and Turn around Time (TAT) in operational matters.
- Implementation of 5S international quality standards.
- Ensure strict conformity to regulations, circulars and guidelines at all times. Time bound closure of specified functions to ensure efficient inter departmental operations.
- Participate in ongoing training to expand knowledge of process.
- Respond to inquiries displaying a comprehensive knowledge of the bank's products and services.

Executive in UTI Bank Ltd. August 2001 to January 2005

Work requirements:

- Error free entry and authorization of all transactions.
- Generated reports on a daily basis and handed over to Branch Head, issuing DDs, Pay Orders, executing stop payment instructions, updating pass books, receiving high value cheques, giving bank balances and print out of statements.
- Posted to the first extension counter opened by the bank and managed extension counter operations (cash, premises, ATM administration)
- Maintained strong internal operational and financial controls and ensured they met bank standards.

Educational Background & Training

<i>Year</i>	<i>Degree/Qualification</i>	<i>Institute</i>	<i>Marks/Achievements</i>
2008-11	PGDM	Xavier Institute of Management, Bhubaneswar	CGPI 5.09/8
2000	Honors Diploma in Systems Management	NIIT, Cuttack	Grade : Excellent
1998	M.Com Finance	Ravenshaw College, Cuttack	First Division, 64% in aggregate
1996	B.Com Accounting Hons.	Ravenshaw College, Cuttack	First Class Hons. with Distinction. Placed in the top ten students
1991	ICSE	Stewart School. Cuttack	Placed in the top 20% of the class

Strengths:

Communication skills(English, Hindi, Odia)

Computer skills(MS Office, Web search)

Correspondence management

Ability to perform repetitive tasks with accuracy

Integrity and discretion