

RISHAB JAIN

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Location: India

SUMMARY

Banking Associate with 3+ years of experience in account servicing, customer handling, cash management, daily reconciliation, loan processing assistance, and compliance support. Known for accuracy, strong customer relations, and efficient transaction management.

EXPERIENCE**Banking Associate – PrimeNational Bank (2021 – Present)**

- Handled customer inquiries related to deposits, withdrawals, fund transfers, and account updates.
- Assisted with loan file preparation, verification checks, and documentation processing.
- Managed daily cash balancing, ATM reconciliation, and branch reporting.
- Ensured compliance with KYC, AML, and RBI guidelines.
- Helped cross-sell banking products like savings accounts, insurance, and credit cards.

ACHIEVEMENTS

- Ranked among top 10 employees for customer satisfaction in 2023.
- Reduced transaction errors by 18% through improved verification practices.

SKILLS

Cash Management, Account Servicing, AML/KYC, Customer Support, Loan Documentation, Reconciliation, MS Office, Banking Software

DECLARATION

I confirm the details above are true.