

ANJU MANISH

Deputy Manager



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CAREER OBJECTIVE

SKILLS

- ☐ Financial Management
- ☐ Risk Assessment
- ☐ Credit Monitoring Tools
- ☐ Documentation
- ☐ Strong attention to detail
- ☐ Multi-tasking
- ☐ Credit Management
- ☐ Excellent Communication
- ☐ Adaptability
- ☐ Creative problem solver
- ☐ Organizational Skills

Dynamic and Deputy Manager with around 9+ years of experience in banking sector. Good knowledge of all finance and accounting procedures. Expertise in Finacle (rectifying errors, checking linked accounts, checking multiple Customer IDs. Agriculture limit setting. NPA marking in NCGTC portal. Claim Lodgment. Government accounts scrutiny. Efficient transaction processing Fraud and risk analysis Data compilation, analysis and preparing MIS Handling and resolving branches queries. Leading a team and training staff. Procedure development for increasing. Liaising with IT & Product team on new development. Goal oriented, diligent, quick learner & a team player with good communication and interpersonal skills.

WORK EXPERIENCE

EDUCATION

MBA in Banking & Insurance
from Dr. D.Y. Patil College,
Belapur-Mumbai in 2013

B. Com from B.N. P G Girl's
College, Udaipur (Raj.) in 2011

ACHIEVEMENTS

Have been awarded STAR
performer award in AXIS
Bank.

Have been awarded SILVER
STAR certificate of Appreciation
award in HDFC bank.

HDFC Bank

Deputy Manager – June 2021 – June 2022

- Develop strategies and operational logistics for the bank's huge success.
- Agriculture A/c 's limit setting.
- NPA marking of A/c's in NCGTC portal.
- Claim lodgment of A/c's in NCGTC portal.
- Coordinating with RM's & Local Ops in case of queries.
- Coordinating with NCGTC officials in case of NPA marking and claim lodgment queries.
- Achieving regulatory/ statutory compliance.

Axis Bank, Airoli (Mumbai)

Deputy Manager | COBC (CORPORATES ONBOARDING CENTRE)

Dec 2017 to June 2021

- Government accounts scrutiny.
- Processing of Corporate A/c's & SRF A/c's (Service Request Forms)
- Handling Finacle hold & rectifying errors in the customer ID.
- To ensure correct eyeballing of De-dupe records by daily adhering to the compliance grid.
- Validation of PAN to verify that the details provided are correct and pertain to the same customer.
- Preparation of MIS and coordinating with the IT department for the system related issue.
- Quality checking of data on regular basis to ensure correctness of data processed.
- Taking initiative and learning other processes within Department.
- Matching of customer's profile with current alert generated by system.
- Coordinating with branches and CO.
- Coordinating with different departments for processing of Burgundy A/c's.
- Handling Dedupe of corporate A/c's Public /Private companies, Partnership firms & NBFC.
- Immediate Freezing of accounts in case of suspicious Transactions observed.
- Intimation to Branch of freezing Account and suspicious Transactions.
- Intimation to Internal MIS Team in case of Fraud Positive and for STR Reporting
- Handling audit queries and rectifying the errors.
- Raising BRD's for simplification of processing corporates A/c's.

Axis Bank, Airoli (Mumbai)

Assistant Manager | CPU (CENTRAL PROCESSING UNIT)

Dec 2014 to Dec 2017

- Verification of Savings while ensuring compliance of Know Your Customer (KYC) norms.
- Authorize accounts set up as per customer instructions in accordance with the laid down KYC guidelines as to ensure "zero error rate" and total customer satisfaction.
- Coordinating with the Axis Bank Vendors for product related queries and resolving the same within the stipulated time period.
- Handling Dedupe of Savings, Current Individual account, PPF, Sukanaya Samriddhi.
- Responsible for query handling of branches via Mails, Calls, Talisma, Unidesk, etc.
- Responsible for conducting suspicious transaction report (STR) and negative check for AML.
- CKYC processing in trackwizz application.
- Ensuring all queries are resolved within TAT & Meeting Tat for account opening.
- Validation of PAN to verify that the details provided are correct and pertain to the same customer.
- Processing / Rejection of Travel currency cards NTBC Finnone & Finlite records.
- Preparation of MIS and coordinating with the IT department for the system related issue.
- Quality checking of data on regular basis to ensure correctness of data processed.
- Taking initiative and learning other processes within Department.

Muthoot Finance Ltd., Udaipur

Accounts Assistant

July 2013 to Nov 2014

- End to end handling of retail loans (From a/c opening till disbursements and reconciliation).
- Handling cash and gold, handling vault for cash and gold storage testing gold purity.
- Loan disbursement to customer.
- Making recovery of gold loan overdue.
- Handling Money Transfer transaction.
- Achieving monthly and quarterly interest collection targets along with gold loan target achievements of the branch.
- Alliance with Regional Office on Daily Basis for daily MIS.