

Ananya Ajit Sarvankar

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Aims to scale for Middle Operation Level Assignments in a high growth-oriented organization of repute.

Professional Synopsis: -

Presently working with **AXIS BANK as Assistant Manager** in Retail Banking Operation process doing following Product

Nature of Work:

UNIT: CORPORATE INTERNET BANKING

TEAM Scrutiny process

- To ensure thorough check of the KYC of all current & Trust account opening Corporate internet Banking E-FAX request and documents received for Axis Bank branches all over India
- Ensure that all E FAX Request sourced by branches were subject to meticulous scrutiny so as to ensure that KYC norms were fulfilled, and documentation were complete & in accordance with various directives laid down by Compliance department / Retail banking.
- Follow up & liaison with concerned branches through phone & mail to ensure that discrepancies were resolved, and necessary documents were obtained.

REKYC ACTIVITY:

- Scrutiny of the Re-KYC forms, annexure and KYC documents.
- Discrepancies would be marked in AIMS for Branch rectification and records.
- PAN verification would be conducted on the NSDL site and confirmed

CIB PROCESSING

- Authorization of new creation of Corporate id and User id for Corporate Customer.
- Creation of Branch Tax payment account and user id.
- Net secure Registration
- Linking of accounts, Limit Enhancement etc.

Responsibility

- Handling Branches query mail regarding processing and Scrutiny.
- Authorization of process request of internet banking done by data entry operator.
- Handling Team of outsource person and resolve their query.
- Coordinating with Branches for processing query and KYC document related query.

UNIT: ACCOUNT OPENING TEAM

- verification of Savings, Current Individual, HUF 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 so as to ensure "zero error rate" and total customer satisfaction
- Ensure that the details entered in Finacle are proper and correct as per the account opening forms and then verifying them
- Responded to all queries raised by the branches through mail satisfactory within 6 working hours

Worked with SURESH SURANA & ASSCIATES (CA FIRM) as Audit Assistant from March 2008 to Feb2011

Project details:

Bank – IDBI BANK (Audit)

Department - Depository Participant & LOAN AGAINST SECURITY (DP & LAS)

Nature of Work: NSDL & CDSL

- Account opening form
- Account closer
- Transmission
- Delivery Instruction Slip
- Client Modification
- Demat Request (Processed & rejected)
- Remat Request
- Pledge & Unpledged request

Nature of Work: LOAN AGAINST SRCURITY

1. Account Opening
2. Limit Enhancement
3. Limit Renewal

Responsibility

- Discussion with the Auditee on queries
- Preparation of Monthly LAS Dept report
- Preparation of monthly Audit report of NSDL & CDSL
- Finalization Of report

Project details:

Bank – Kotak Mahindra Bank (Audit)

Department - Trade Finance department.

Below are the products which are offered by the bank for Audit purpose.

- LCBD (Letter of Credit)
- Bank guarantee
- Packing Credit
- Bill Discounting

Responsibility

- Discussion with the Auditee on queries
- Preparation & Finalisation Of Report
- Preparation of Summary of report

Academic Record: -

- Diploma in Finance Management from Wellingkar Management Institute in September 2009. [(67.68%) - 'Wellingkar Management Institute']
 - T.Y. B. com. from 'Mumbai University' in March 2007 with second class from 'Chinai College of Commerce
 - Higher Secondary Examination from Maharashtra State Board in March 2004 with First Class from Chinai College of Commerce
 - Primary & Secondary Examination from Maharashtra State Board in March 2002 with First Class from Indian Education Society High School]
 - Successfully completed the training of National Depository Services Limited (NSDL) For Auditors.
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Computer Skills: -

- Diploma in Office Automation [MS Office – Word, Excel, PowerPoint, Tally 5.4 & 6.3, etc.]
 - Well versed Internet applications.
 - MS-CIT Govt. Course secured with First class
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Interests: -

Banking & Finance

Hobbies: -

Listening to music.

Personal Profile: -

Husband Name	: Ajit Atmaram Sarvankar
Date of Birth	: 30th May 1987.
Marital Status	: Married.
Religion	: Hindu.
Languages Known	: English, Marathi & Hindi.

Signature

Place: Mumbai

Date:

Ananya Ajit Sarvankar