

CURRICULUM VITAE

TANUJA VIKAS MANE.

F-524, Vrindavan Babubhai Morvala CHS Ltd,
Anand Nagar, Majaswadi, Majas Road,
Jogeshwari (East)
Mumbai 400060

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CAREER OBJECTIVE:

To work with an organization that will bring out the best in me, provide me with all-round experience and knowledge to contribute effectively, efficiently towards the growth of the organization and award me the recognition that my work deserves.

EXPERIENCE SUMMARY: CURRENT EMPLOYMENT

From October 2014 to October 2018 - as Operation Officer with STANDARD CHARTERED BANK.

- Creation of Relationship Id, Master id for account number activation.
- Also handling request wherein basic checking and accepting documents for Activation of all types off current accounts.
- To check whether the checklist and all the KYC documents are in place for current account closure and master closure.
- Signature capturing using S2O.
- Processing instruction of debit card blocking and destruction as per client instruction.
- To check whether there is sufficient balance in the account of the customer before processing the documents.
- Tracking for all amendment and account opening document.
- KYC verification of all types of current account.

- Handling all kind of dead settlement (Dormant and Unclaimed) as per client instruction.
- Efficiently handling queries of all types of current accounts and amendment.
- Creation of high value FD's as per client instruction.
- Ensure that all the high value transactions are processed on priority.
- Handling client mails and replying without any delays.

EXPERIENCE SUMMARY: PREVIOUS EMPLOYMENT

From July 2010 to Feb 2014 - as Computer Operator with KOTAK MAHINDRA BANK.

- CRN creation and account number generation for all types of accounts.
- Mutual fund account creation.
- Signature capturing and alerts issuing.
- Solving query of all types of account opening.
- Account opening using pinnacle.
- Document verification of all types of account.

ACADEMIC QUALIFICATION:

- Passed S.S.C. Examination in March, 2007 from Kolhapur Board with Destination (76%).
- Passed H.S.C. Examination in March, 2009 from Kolhapur Board with Destination (75%).
- Passed B.A. Examination in April 2014 from Mumbai University with Second class.

ADDITIONAL QUALIFICATION:

- Computers Basic Knowledge Of MS-Word, MS-Excel, MS-Power point & Internet.
- Computer Accountant with Tally 7.0 Version.
- Course of Computer concept.
- English and Marathi typing speed @ 30 W.P.M.

HOBBIES:

- Listening Music.
- Computer Work.

PERSONAL DETAILS:

Date of Birth : 30th December 1991.
Gender : Female
Marital Status : Married
Nationality : Indian
Languages Known : Marathi, English & Hindi
Contact No. : 9158648637, 8530108637

I hereby declare that all the information stated above is true to the best of my knowledge.

DATE :

PLACE : Mumbai

(MRS.TANUJA VIKAS MANE)