



# PAYAL SHRIMAKAR

## Career Objective

A proactive & fast learning individual seeking the opportunity for professional experience in database that allows me to develop and expand my ability, knowledge skills and experience to help the company achieve business goals while sticking to vision, mission & values.



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## Skills

- Interpersonal & Presentation Skills
- Fluent Communication
- Digital Marketing
- Working knowledge of Ms - Office
- Advertising & Branding
- Conceptualization & Copywriting

## Work Experience

**Jan 2018 - Mar 2021 : Mintifi Finserve Pvt Ltd**

### Operation Executive

- Working Knowledge of Sales : Communicating with Partners , Anchor's & clients and get the best, accomplishing the pricing requirement of the organisation.
- Quality Checking: Verifying the documents with the alternate source to streamline the Process.
- Quality -Analysis : Concluding a portfolio with nil delinquency and maintenance of documentation for Auditing.
- Working knowledge of Collections.
- Monitoring incoming payments & clearing of Suspense accounts.
- Pre Documentation : Managing mandate activities of ECS (Electronic clearing system), E-signing process of sanction & agreement of the Clients
- Post Documentation : Verification of the process & managing Cash collateral & Processing fees before Disbursement.
- Analysing the CPV (Cost Per Visit) to understand the business of the clients which also includes residence & business surprise visit.
- Maintaining branch reports to minimize the future occurring errors.

## Work Experience

**Apr 2021- present : HDFC Bank Ltd**

**Officer - Capital & Commodity Market Department**

- Maintaining BDP (Business Divisibility Report) to differentiate the Actual Revenue & Planned Revenue
- Clearing Compliance -
  1. Negative Matched Accounts (Politically Exposed / Fraud / Red Flag Accounts, etc)
  2. Offsite Monitoring - Clearing Account opening Exception
  3. Monitoring High Value Transactions
- Consent assurance for fetching profile - Demanded by NSE
- Enhancing BG (Bank Guarantee) Limit with the placed IFSD (Interest Free Security Deposit)
- CRM (Customer Relationship Management) Closure : Servicing the clients with the appropriate resolution on the escalated query related to their Saving / Current / POA (Power of Attorney) Account
- MD News Letter & Board Business Commentary – Differentiation b/w Planned & Actual revenue (BTI (Bankers to Issue), Mutual Fund, Foreign Banks, FSG (Financial Sponsor Group), Custody, Co-operative Banks, Broking Segment).
- Investigating Suspicious Activity reporting
- Availing Income Tax the details of the Accounts demanded & negatively matched with suspicious transaction
- Beneficial Owner details updation of Listed & Non-Listed Entity
- Maintaining Intraday Reports

## Education History

**2014-2017**

**Veer Narmad South Gujarat University**

- Bachelor in Computer Application

**2018 - 2021**

**Mumbai University**

- Master in Computer Application