

Career Objective

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Professional Summary & Work Experience

- Having 7+ years of work experience in Banking and Finance.
- Currently working with HDFC Bank Ltd as Deputy Manager.
- Prior to HDFC Bank Ltd worked with NTT Data as Sr Associate Finance.
- **Certification/Exams:**
 - IRDA
 - AMFI

Educational Qualifications

Year of Passing	Institution	Degree/Certificate	%age
2014	Symbiosis College of Distance Learning	PGDBM	60.3%
2010	Madras University	BBA	68.7%
2007	APJ School	XII, CBSE	81.4%
2005	APJ School	X, CBSE	68.3%

Work Experience

HDFC Bank Ltd.

Cash and Non-Cash Management Process

Making foreign and regular transaction in business and savings accounts. Handling of banking instruments.
Managing customer relations.

I worked as a **Retail Branch Banker** (with a branch size of 11) was involved in the following -

- Responsible for achieving the volumes and profitability targets.
- Reviewing KYC related documentation for account opening and on-going remediation
- Regular monitoring and processing of transactions with checking of instruments.
- Collaborate to build operational efficiencies, enforce adherence to set service and operational standards, sales targets achievements and audit a compliance.
- Mentored new joiners regarding the daily operations of a bank
- Singly Handled the cash counters during demonetization.
- Acquired and serviced large business accounts of the branch and be a one point of contact for all their transactional requirement such as cash transactions, foreign remittances, working capital etc.
- Managing Customer centric operations and ensuring customer satisfaction by achieving delivery and service quality norms with minimum TAT

NTT Data Americas

1. Worked on EMEA and NAS project of various international clients which includes of setting up Sales order and handling its invoices

I worked as a **Sr Associate Finance** (with a team size of 21) was involved in the following -

- Analyzed and audited of projects and contracts with 100% accuracy
- Reviewing and screening of setup, sales orders and reports
- Mentoring the team
- Daily and month end cash and positions reconciliation
- Led program with clients to implement consistent financial processes across all the entities and develop systems that provide more insight into financial performance.
- Standardized filing procedure to improve efficiency and decrease retrieval time for reconciliation reports

Extracurricular Activities & Achievements

- Received Spot Award for Outstanding Teamwork
- Received Staff Awards for in Monetary Forms for Extra Ordinary output
- Achieved plenty of certificates in arts and language at school and college level
- Received Kalidas Sammaan for English writing