MEENAKSHI SRIVASTAVA

**B-502, ELINA LIVING**

**Mohammadwadi, Pune- 411048**

**PHONE: +917798887452 EMAIL: meenakshi.shbti@gmail.com**

**To work with a progressive organization that promotes professionals’ development based on employees dedication loyalty and work ethics to add value to organization and wanted to be a prominent part of such organization.**

**ORGANIZATIONAL DETAILS**

**Yes Bank Ltd, Jan 14- Mar 15**

**ASSISTANT MANAGER – OPERATIONS.**

**The Profile:**

* Managing branch banking operation related to Cash Teller, Cheque, Inward clearing, K.Y.C, DD/PO, FD desk, RTGS, Forex transactions etc.
* Handling cross-selling of products related to Life/ General Insurance/ Mutual Funds.
* RTGS / NEFT Processing/Processing CMS Entries/Looking after ATM EOD.
* Customer Service Management
* Managed customer Portfolios for MF and Life insurance.

**IndusInd Bank Limited, Kanpur May 2010 – JAN 2012**

**IndusInd bank Limited, Pune 22nd Feb2012 –Dec 2013**

**ASSISTANT MANAGER – OPERATIONS.**

**The Profile:**

* Managing branch banking operation related to Cash Teller, Cheque, Inward clearing, K.Y.C, DD/PO, FD desk etc.
* Basics of deposits and withdrawals including cash and running teller transfers
* Handling cross-selling of products related to Life/ General Insurance/ Mutual Funds.
* Implementing I WORKS & developing a strengthened check over accounts quality.
* Skillfully conducted a follow-up of the major account, identifies problem for corrective actions
* RTGS / NEFT Processing/Processing CMS Entries/Looking after ATM EOD.
* Adherence to strict KYC norms & procedures as per the Banking Regulatory Guidelines.
* Customer Service Management a high end prerogative.
* Processing of Customer requests in Talisma /Internal Accounts settlement/Report Generation

**IndusInd Bank Limited, Kanpur July 2009 – April 2010**

**RELATIONSHIP OFFICER- IBL**

**The Profile:**

* Maintaining the MIS, and giving feedback to the seniors
* Handling MAY I HELP YOU DESK along with Account Opening
* To give best of services to customers
* Initiating sales leads
* Explanation of the products
* To make more and more customers for Bank
* To promote Bank S/B Accounts and FDR’s

**Achievements**

* I had achieved all the targets assigned to me when I was on contractual basis and get promoted in 10 months whereas the criteria for promotion are one year.

**PROFESSIONAL TRAINING**

Traineeship in MedTour Easy as Business Analyst, project entitled “Data Visualization using Tableau.

**ACADEMICS**

* Graduation from C.S.J.M. University, Kanpur in 2007.
* Intermediate from U.P.Board, Allahabad in 2004.
* High School from U.P.Board, Allahabad in 2002.

**Professional Qualification**

* Pursuing Business Analyst Course
* MBA from UPTU University, Lucknow in 2009.
* AMFI certified
* Certification of Banking Product and Services
* Certification of Reading Financial statement

**Professional Skills**

* An effective communicator and team leader with proven team building.
* Dynamic, adventurous, dedicated person and an observant with personal values.
* Strong at problem resolving and situation handling capabilities.
* Have expertise in development and implementation of business strategies.
* Systems development, product positioning and Channel Management.

##### PERSONAL DETAILS

Date of Birth : June 16, 1986

Spouse Name : Shantanu Shrivastava

Marital Status : Married

Nationality : Indian

Languages : English, Hindi

Gender : Female

**AUTHORIZATION**

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

**Date: 17.07.2023**

**Place: Pune ( MEENAKSHI SRIVASTAVA)**