**GUNDA PHANI KUMAR**

**Mobile :** +91-9515705238 **Email**:pani.pani60@gmail.com

**Career Objective:**

I want to professionally utilize the knowledge and skills, while keeping the pursuit of learning processes and practices in Banking. And as an Accountant where my experience and accounting skills will be further developed and utilized.

**Professional Summary:**

* A detail oriented professional with knowledge of accounts possesses of 4+ years of experience in financial planning, analysis and accounting principles GAAP.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

**Personal skills:**

* Ready to accept the challenges
* Strong analytical and problem solving skills
* Ability to identify solutions to non-standard requests and problems

### Technical Skills:

* Proficient in Microsoft Office applications (ex: Outlook, Word, Excel, Power point, etc.)

## Educational Qualifications:

Digital Marketing Coursefrom Delhi International School of Marketing in 2016

MBA (Marketing/HR) at Manpower Development College, with 64% in the year 2014

B.Sc. (Computers) at National Degree College With 64% in the year 2012

+2(MPC) at National junior college with 60% in the year 2008

S.S.C at Z.P High School with 81% in the year 2006

**Work Experience:**

**AXIS BANK LTD**

Designation : Deputy Manager –Branch Relationship Officer

Duration : JUNE 3RD 2021 TO sep 16th 2023

**Job Responsibilities:**

* Need to do Life insurance, Mutual funds, Health Insurance for better OCS points for achieving annual budgets of the branch.
* Managing portfolio of 303 cilents and engaging with them on regular basis and get business with them for better KRA Of all parameters to get better Rating
* Managing & Supervision of Teller counter and vault inventory with zero Errors.
* Managing Customer centric operations, Forwarding customer concerns to the respective departments and achieving delivery service quality with minimum TAT.
* Ensuring the compliances to rules and regulations of the bank including latest circular and notifications.
* Sourcing new leads and making it to onboard business for improving the CASA values

**IDFC FIRST BANK LTD**

Designation : Assistant Manager – Customer Experience role

Duration : March 2nd 2020 To MAY 17TH 2021

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| **Kotak Mahindra Bank Ltd**  Designation : Retail Liabilities Regional Processing Center(RPC)  Duration : DEC-2018 To Feb-2020  **Job Responsibilities:**   * As compared to my productivity i have very less errors and less escalations was happened at the time of DVU. * In addition to normal taking casa verification &RPC DEQC And Holds * I am preparing Monthly MIS and i have to Publish to with Respective teams. * After completion of my work learning the other team works (cross learning) * Acquaintance in all the operations of the unit.   Designation : Assistant Manager Digital Sales  Duration : June-2017 To Dec2018  **Job Responsibilities:**   * Convert the new to banking customers into Digital platform * Handling the customer queries * Taking customer Feedback for improving services * Cross selling banking products * Do callings to new to banking and existing customers ask for service quality and cross sell the products * Generate the loan leads, pass to the concern department and monitor for end process   **Previous Employer :** HDFC BANK LTD  Designation : SALES OFFICER  Tenure : 03.11. 2014 to 08.07.2016  **Extracurricular Activities**  Actively participated in MSME entrepreneur program  Participated in General Election program  **Personal Profile**  Father’s Name : G Rajaiah  Date of Birth : 20th June 1991  Nationality : Indian.  Marital Status : Single.  Languages Known : English, Telugu, and Hindi.  Permanent Address : PLOT NO 157/P ROAD NO4  N J R COLONY BANDLAGUDA  CHEERIYAL VILLAGE  MEDCHAL MALKAJGIRI 501301  **Declaration:**  I hereby declare that above information is correct to the best of my knowledge and belief.  **Place: Hyderabad**  **Date:**  **( PHANI KUMAR G )** |
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