



DATTATRAY BIRAJDAR

Banker

Contact Me

9767709765
dattatrayb27@gmail.com
New Conley, Shivalay Villa,
Ekhatpur Road Sangola, Sangola,
Solapur 413307 Solapur ,India

Birth Date

27/Oct/1988

Other Info

Skills

Handling customer problems
Positive attitude and positive
thinking
Easy to learn and problem solving
Addherance banking policy and
regulatory
Seaking market update
Accurate product knowledge and
way to sealing

Languages

English, Marathi, hindi

Interest

Summary

A well presented, industrious and highly personable individual who has extensive in-depth experience of the entire banking industry. Possessing a huge range of abilities from providing support and leadership to junior staff right through to being able to successfully sell the money, credit and products of a bank.

Education

Kolhapur University

2010 2012

Mba

B.com

Solapur University

2006 2010

Industrial Development

Experience

Bandhan Bank

15/05/2017 03/10/2022

Customer Relationship Officer

1].Branch Operations, Compliance & Risk Management :

a). Customer identification through signature verification and recommended ID proofs before executing a customer's transaction

b). Ensure customer calling through BM / BOM for all transactions as per customer

calling norms in circulars or operations manual

c). Report all deviations or suspicious transactions to BM / BOM

d). Record movement of all inventories & deliverables in relevant registers and signing off closing stock of all inventories & deliverables jointly with BOM in relevant registers

e). Send all requests received from customers for processing

Music, Travelling, reading,

References

Kuldip mainkar(icici bank
operation head)
+919607910794

Awards

- 1) Business banking award 2016
- 2) hdfc life insurance PAN top ten 2016
- 3) Apollo Munch helath insurance cluster top ten 2019
- 4) Hdfc ergo cluster top 10 (January)
- 5)Hdfc ergo cluster top 10 (February)
- 6)Hdfc ergo cluster top 10 (March)
- 7)Hdfc ergo cluster top 10 (April)
- 8)Hdfc ergo cluster top 10 (may)

Others

Design and Development

 dattatraybirajdar

- f). Proper filing of all vouchers and other requests to relevant files
- G).CTS:
Clearing CTS cheques on branch timeing
Generate CTS report and keep documents record Taking printout and keep safe for audit process
Return cheque should be return to customer on TAT timeing or sent on his Bank customer permanent Address
Record all books and register related to CTS.

- 2]. Sales & Business Development:
 - i. Achieve Cross sell Targets (LI+GI, Bill Pay, Mobile Banking, Internet Banking)
 - ii. Achieve FD Value Target
 - iii. Generate leads for cross sell products like asset products, fee products, demat, etc. iv. Maintain & grow the relationship of mapped customers
- Generate leads by sharing information on and pitching CASA, TD, asset and fee product
- Contribute to FD targets by cross selling to customers relevant for the desk being handled by Operations
- 3]. Audit & Compliance:
 - a. Adherence to Audit & Compliance work area
 - b. Availability of all relevant brochures and forms for customers at desk Let me know if you have any

Hdfc Bank

2015 2017

- Pbwd/ Teller
- A)Key Result / Responsibility Areas:
Operations
Identify high transacting customers and reduce the transactions of these customers

Handling of cash receipts and payments and ensuring transactions are carried out within the prescribed TAT without errors
Retail FX transactions processing.
Vault Custodian

Ensure highest level of customer service.
Ensure that outward clearing process is adhered to.ATM custodian.

Monitor large amount movements and report them as per reporting schedule,
Identification and Closure of TOD accounts on regular basis
Identification and Closure of High Cheque return customers beyond the threshold.
Reporting:

FX transaction reporting on time to TAG and Treasury Mumbai before Cutoff time.

Reporting of suspense accounts, deferred accounts, accounts payable/ receivable, Reconciliation and maintenance of suspense accounts register, as per the required format and filing them

Reporting of fortnightly suspense / TOD and QRS reports and filing them.

CBDT schedules reporting to WBO before Cut off times

B)Maintenance :

Filing of MC/ DD stub copies and cancelled instruments

Register updating for cash transactions over Rs. 10.00 lacs including suspicious transactions of Rs. 9.00 to Rs. 10.00 lacs

Customer Services

C)Lobby Management

Proper house keeping, upkeep, etc.

Sales Generate leads for Banks product with the emphasis on the following:

Generate Sales References for Liability products Generate leads for Credit Cards Cross Selling of Products

Shriram Commercial Vehicle Finance Ltd

2013 2015

Product Executive

1)The field of Commercial Vehicle Finance.

Learning about commercial vehical of Business activities and various product verticals at the branch level.

2)Identification of right Customers, Customers' interaction, servicing & relationship building.

3)Finding new scopes & Related Opportunities

4)Given best services and generating lead open markets.

5)Cross sealing Genaral insurance and helath insurance

6)Cross sealing gold loan against customer deu

7)Cross sealing tyer loan and refinance vehical

8)Folowing RTO rule and regulations

9)Keep touch with Road transport officers and taking update related finance

Kotak Mahaindra Bank

17/10/2022 working

Authoriser

JOB ROLE :

.Responsible for management of day to day operations of the branch.

.Ensuring strict adherence to prescribed processes, audit and regulatory requirements.

.Timely authorization and checking SO system input for customer transaction/ service request

.Branch Lobby and customer Queue management.

.Managing cash (including FX and TCs) at the branch and ensuring that cash (including FX and TCs) is within branch limit.

.Customer complains management and ensuring resolution of all complaints within TAT.

.Be responsible for the AML & KYC compliance of the various account opening forms submitted to CPC/RPC

Projects

NCML LTD MUMBAI

2012 2012

Customer Satisfaction

: - To find customer satisfaction response and services over NCMSL.Ltd Mumbai provided them or our customer.

- I have completed my summer internship(marketing project)in NCMSL.ltd Mumbai
- I have working 60 days that company under the marketing manager.
- Survey /finding 100 customer relationship and customer satisfaction cases.
- To get customer positive feedback and product satisfaction