

CURRICULUM VITAE

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Addressed: - 1/10, Robert Chawl, Ashok Nagar,
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Mumbai- 4000 42.

OBJECTIVES:-

To grow with organization & be a part by giving a long term commitment.

WORK EXPERIENCE:-

Current work profile:-

Company Name : IDFC FIRST BANK.

Designation : Senior Officer

Experience : July 2017 till date

Department : Liability operations post account opening (CRM)

- Customer details updation/ authorization of CRM requests using TCS and CRM next system.
- Account opening of Recurring deposits and Term Deposits in TCS.
- Modification and rectifications of existing customers a/c in CRM Next (i.e. Name Change, Signatories addition/deletion, change in MOP ,Minor to major, Guardian updation ,15G & H updation, Current/Saving/FD/RD/ account closure through transfer/NEFT/RTGS as per customer request and Lien/Debit freeze marking removal as per approvals.
- Timely support to pan india branches to resolving discrepancy regarding account modification.
- Coordinating with IT/PDG regarding system errors system enhancement and internal departments for smoothing processing of CRM request.
- Ensuring that CRM requests are processed within TAT without any audit issues by hourly monitoring through TAT reports and training/monitoring new subordinates through daily productivity reports.
- Daily maintenance and tracking of physicals through POD.
- Daily maintenance and publishing of MIS to Senior's.

IVANGEL SALES & SERVICES PVT.LTD. -

Working in group of Working Capital Credit Department of Kotak Mahindra Bank Ltd from Nov 2016 to June 2017 at Goregaon, Mumbai as a Credit Processing Assistance. About the Department as a presently associated with Unsecured Business Loan.

Job Profile:-

- ✓ KYC check of Loan application and supporting documents.
- ✓ Login of Loan application.
- ✓ Referring Customer CIBIL report on daily basis.
- ✓ Analyzing of Bank Statements & Loan Details.
- ✓ Updating of FAT in Loan Origination System (LOS) and forward to respective credit manager for decision making purpose.
- ✓ Verify the PAN of Customer for using Side.

- ✓ Daily preparation of MIS for login cases & publishing it to credit team & sales team.
- ✓ Maintain MIS report as per requirement and update records with accuracy.
- ✓ Knowledge of software used of Kotak Bank Ltd such as LOS, CORE Nx, BCIF and CIBIL.

Atlas documentary facilitators Company Pvt. Ltd. (ADFC) - From 2nd April 2012 to Oct 2016.

I was working in Clearing Department of HDFC BANK LTD at Kanjurmarg, Mumbai as a Processing Officer Assistance.

Inward Clearing

CTS Clearing

- ✓ Handling Cheques in CTS Grid Clearing i.e. Cheque Truncation System.
- ✓ Date & Amount wise Zero Proofing in Express Clearing.
- ✓ Manual Return Marking in Express Clearing System with appropriate Reason.
- ✓ Handling Receivable & Payable Cheque.

CMS Department

Processing officer- In Cash Management Services (CMS) Department of **HDFC BANK LTD.** Since 2nd April 2012. Managing the processing of outstation cheques.

- ✓ Handling the process of Sorting desk as well as dispatch desk
- ✓ Maintain MIS report as per requirement and update records with accuracy.
- ✓ Inputting & Uploading day to day outstation payable cheque processing
- ✓ Coordinating with Internal & External customer as well as other units within Department for smooth processing & handover of instrument.
- ✓ Day to Day maintaining of courier tracker for schedule dispatch.
- ✓ Sending mails to all the Branches with courier details & request to present the Instrument on the date Of presentation.
- ✓ Daily do follow-up with branches for the Clean, Net, NMM, Bulk & Postdc schedule which come under pending payment & liquidation report.
- ✓ Follow-up with correspondence bank for the status of cheque i.e. paid or return
- ✓ Liquidate the entire data in Cash in i.e. paid mark & return mark of the cheque.
- ✓ Preparing monthly volume reports of client & reporting to supervisor.
- ✓ Knowledge of software like Cash in 3.5 versions, lotus notes, SQL, FLEX CUBE.

Carlson Wagonlit Travel India Pvt Ltd. - 1st May 2005 to 30th March 2012

- Company work in the field of Foreign Exchange, Passport Application. All type of Visa Application.
- Designation for Jr. Forex Executive in Foreign Exchange Department.

Job Profile:-

- ✓ Ensuring Document verification before handover foreign exchange to company or customer.
- ✓ Data entry in System for tracking details.
- ✓ Maintain records of foreign exchange documents.
- ✓ Issuing invoice and bill of leading copy.
- ✓ Communication regarding in document and KYC discrepancies to our travels desk.
- ✓ Ensuring Tracking of all document and invoice bills inventories and storage.

Educational Qualification:-

Examination	Board/ University	Year of Passing	Class
T.Y.B.Com	Mumbai Board	March – 2009	Pass Class
H.S.C	Mumbai Board	Feb – 2002	Second Class

S.S.C	Mumbai Board	March – 1999	Second Class
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Personal Details :-

Date of Birth : - 28th October, 1983
 Nationality : - Indian
 Marital Status : - Married
 Languages Known : - English, Hindi & Marathi
 Key Skill : - MS-Office (MS- Outlook, MS- Word) , Advanced Excel, V-lookup,
 H-lookup and MIS Reporting.

Declaration:-

I hereby declared that the information given below is true to the best of my knowledge.

Date:-

Place: - Mumbai

(KAPIL S. WAINGANKAR)