

PRANAY ADIVAREKAR

Room No.03, Ram Nagar , Rawate Compound No.03, Tembipada Road , Bhandup (w) - 400078.

Phone - +91 9673375045

Email. pranayadivarekar16405@gmail.com

Seeking challenging position in the financial or administration work environment and to achieve placement in organization having global presence.

EDUCATION :

MARCH 2012

SSC , VAMANRAO MAHADIK MADHYAMIK VIDYALAYA & JR.
COLLEGE TALERE .
Pune Board

FEB 2014

HSC , VAMANRAO MAHADIK MADHYAMIK VIDYALAYA & JR. COLLEGE
TALERE .
Pune Board

JUNE 2018 (PERSUING - PART TIME)

B.Com, R.K.B.ED COLLEGE
Mumbai Board

EXPERIENCE :

JANUARY 2016 - TILL DATE

ASSOCIATE OFFICER AS AN EMPLOYEE OF TEAM LEASE SERVICES LIMITED. IDFC
FIRST BANK.

➤ RMS

- Co-ordination with storage vendor for archival and retrieval of documents.
- Thousands of documents archived on an average volume for monthly basis.

➤ **QUALITY CHECK**

- Auditing of casa & TD account.
- Scrutinizing of A/C opening form, such as checking all KYC along with AOF, authorized sign, POA letters , address proof doc's. initial amount, photo copy of necessary proof along with the form, partnership deed , branch code , product code, account no and signature with the AOF.
- Maintaining daily track report of account opening MIS as per BAU.
- Maintaining MIS report on weekly basis.
- Checking of FD closure and FD opening reports on daily basis.
- Pan verifications of customers .
- Ensuring all CRMS whether all are closed.
- Hitting the name patch of customer in his full name and short name in his account title.
- Maintain AML instruction A/C opening forms.
- Maintaining error tracker of the data entry operations.

➤ **SKILLS**

- Communication
- Ability to work under pressure
- Decision making
- Time management
- Self - Motivation
- Leadership
- Adaptability

➤ **PERSONAL DETAILS**

Date of Birth : 07-06-1997
Nationality : Indian
Permanent Add : Room No.03, Ram Nagar , Rawate Compound
No. 03,Tembipada Road , Bhandup West -400078

YOURS SINCERELY,

PRANAY ADIVAREKAR