

CURRICULUM VITAE

Mr. SAMEER SHRIDHAR WAGHMARE

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Career Objective:-

To serve an organisation with my fullest ability, knowledge and skills and to enrich its growth and development.

Work Experience:

Working with Development credit bank Limited from April 2015 to Till Date

Department : Retail Assets operation Unit
Designation : Executive

Responsibilities Include:

- ❖ Review of KYC & AML Compliance for Saving, Current Accounts.
- ❖ Consolidation of AOF Tracker
- ❖ Signature Scanning and Verification Doing Funding in Account opened.
- ❖ Issue Net banking & mobile alerts facility to the newly opened account.
- ❖ Ensuring all documents are received along with account opening forms as per know Your Customer guidelines given by RBI
- ❖ Handling the operational activities of Gold Loan Opening line scrutinizing the forms, opening account in the system, verifying the opened accounts and releasing the account opened.
- ❖ Scrutinizing the documents received to determine if they are sufficient for opening ac account.
- ❖ Generating Cust. ID in Finacle & Temporary Account number.
- ❖ Dedupe the Cust ID for negative Match.
- ❖ Review of original form and KYC document after opened the A/C
- ❖ Verification of Account Opening form and Generating Account number in finacle.
- ❖ Maintaining TAT and also taking measures to reduce TAT from T+2 to T+1
- ❖ Resolving internal Audit queries
- ❖ Doing End to End process of Account opening from.
- ❖ Resolving Queries of Branches.

ADFC Pvt Ltd. (Sister Concern Of HDFC Bank.) at Chandivali (Andheri) Office as an Jr. Officer (Dept. Audit & Compliance) From Nov 2012 to April 2015.

DVU (Document verification Unit):

- ✓ Reverifying all types of forms (savings a/c, salary saving a/c, current a/c, Nre & Nro a/c, kids a/c, Recurring a/c and fixed deposit a/c) as per KYC norms.
- ✓ Following KYC Norms let down by RBI while A/C. opening.
- ✓ Finding out the Frauds & Errors done by customers and contract sales executive in Account opening process.
- ✓ Recertifying all type of forms before & after account opening and find out errors done by customer, branch & verifiers (DVU.FCU.SCU) in Account opening process.
- ✓ Discussing DVU queries on daily basis with DVU head.
- ✓ Solving DVU (Document Verification Unit) queries.
- ✓ Preparing Monthly Report with the reference of raising queries on daily basis by audit.
- ✓ Discussing New circular let down by RBI with different dept. & getting the revert.
- ✓ Raising the Queries on Daily Basis.

KYC (Know Your Customer) Analysis:

- ✓ Analyzing same pan card, same mobile no & same resident query run from system & raise query given to superior.
- ✓ Downloading of data by using various systems of bank for the new a/c opened.
- ✓ Data merging. Analyzing, Profile making etc. work done in MS-Excel. fl Analyzing new account opened & KYC of customers.
- ✓ Maintain MIS for analyzing the strategies and make necessary changes as per requirement.

Educational Qualification:

EXAM	BOARD / UNIVERSITY	YEAR OF PASSING	% OF MARKS
S.S.C.	MAHARASHTRA BOARD	2005-2006	SECOND
H.S.C.	MAHARASHTRA BOARD	2007-2008	SECOND
T.Y.B.Com	MUMBAI UNIVERSITY	2010-2011	SECOND

Other Qualification:

- ✓ Basis Computer Knowledge
- ✓ MS-CIT Computer Course Completed

Personal Skill:

- ✓ Strong Communication, Presentation & Interpersonal Skill.
- ✓ Team Player with leadership skill.
- ✓ Learning ability & potential to quickly adapt to new technology & environment.
- ✓ Desirous to learn new things.
- ✓ Dedicated towards Work.

Place: Mumbai

Date:

[SAMEER S. WAGHMARE]