

# **PRANAY ADIVAREKAR**

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

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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