

Shashi Kumar Singh

Bangalore

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CAREER OBJECTIVE :

To seek a challenging position and to dedicate my service to a reputed organisation to expose my talents and skills in the best possible way and to be associated with an organisation that would provide a challenging work atmosphere and an opportunity to learn and grow.

WORK EXPERIENCE

YES BANK LTD- March 2019 till Present.

Risk Executive Officer.

Roles and Responsibility-

- Accepting loan and credit card application and validate pre sanction documents against defined checklist. KYC checks.
- Managing the different channel of DSA,BRANCH,CORPORATE applications.
- Managing the complete process of credit hand over to FRM.
- Initiating verifications like Bureau, NDSL, MCA, Company Listing, Amlock, Kscope, Directors check.
- Data entry in Credit assessment memo by updating financials, CIBIL reports, dedupe checks in predefined formats.
- Dispatch of rejected/approved but not disbursed files for storage in predefined TAT.
- MIS and Coordination- Coordination and reconciliation of file submission and process related issues with peer functions such as OPS, RCU, sales etc.
- Everyday preparing sales tracker(creditcard)for my team and reporting to the manager.
- Maintaining login & other MIS on daily basis as sought by the RRM.
- Credit card application processing &Voicecall verification.
- Dip utility checking & Inputs customer data in APS
- Scanning, Indexing & Data preparation.

EDUCATIONAL QUALIFICATIONS.

Qualification	Institution	University/ Board	Year	%
Bachelor of Commerce	Babasaheb Bhimrao Ambedkar University	BiharUniversity	2017	59
Senior Secondary Examination (CBSE)	Satyam International School	CBSE	2014	62

Higher Secondary Examination	St. Joseph Academy	CBSE	2012	95
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TRAINING & CERTIFICATIONS.

- *PROBE*- Professional Banking Executive Program (Bankedge, Bangalore).
- 4 months certification in Retail Banking operation and Finance from Bankedge.
- Gained knowledge about Banking business and it's operations.
- KYC and AML compliance.
- Account types and payment modes.
- Mutual funds and Demat account.
- Loan and third party products.

EXTRA CURRICULAR ACTIVITIES

- Participated in regional seminar on overview of GST in 2017.
- Participated in district level as Chess championship.
- Won interschool cricket championship.
- Technical skills.
- Listening news and debates
- Participated in seminar in Bank on IT

COMPUTER SKILLS

- ADCA(Advance Diploma in Computer Application) from Isnaa computer education.
- Basic Microsoft tools like MS Office, word, excel and PPt.

PERSONAL INFORMATION:

Permanent Address : **Kailash Kunj, Nalanda, 803114- Bihar.**

Date of Birth : **July 18 1997**

Gender : **Male**

Language Skills. : **English and Hindi.**