

TANVEER ALAM

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House No.2209A/169 Ganeshpura, Kanhaiya Nagar, Near Old Bus Stand, Delhi-35



OBJECTIVE

Intend to build a career with leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in a challenging and creative environment and excel in that and thereby achieving organizational as well as individual goals.

SYNOPSIS

Young, energetic and result oriented professional. Adroit at analyzing the organization requirements; highly ethical, trustworthy and discreet.

➤ Skilled Team member with proven ability to lead and motivate teams to maximize productivity.

Friendly with an upbeat attitude.

Excellent decision making & problem solving skills with a positive approach.

Dedicated and highly ambitious to achieve personal as well as the organizational goals.

PROFESSIONAL EDUCATION

✓ Completed Diploma In Computer Application from C.S.J.M. University, Kanpur Year 2005

MCSE from EIIT Noida

DNS, DHCP, FILE SERVER, GROUP POLICY, USER MANAGEMENT.

CCNA from EIIT Noida.

EDUCATION

B.A. from **CSJM** University Kanpur in 2004.

Intermediate from Allahabad Board U.P in 2001.

10th from Allahabad Board U.P in 1999

WORK HISTORY

❖ **Union National Bank, Abu Dhabi as a Branch Associate (March 2007 - April 2010)**

Key Deliverables:

✓ Attending customer's general query.

✓ Managing the team of 10 executives.

✓ Handling branch compliance, Assisting branch Audit for external and internal audit team.

Handling bulk Account opening - process and sending UNB Branches and security stock management.

Assisting Mailing Machines Process for sent out Credit Card Statements.

Process for sent out Customer's statement & daily advices.

Product Promotion through campaigns and exhibitions.

❖ **Satin Credit care Network Limited as a MIS Executive.**
'1st 2010 - Jan 10th 2013)

(Nov

Key Deliverables:

✓ Prepare of MIS Report as like as Branch portfolio, at a glance Report under the supervision of Regional MIS.

Prepare of Credit Beaurio Report for Branch wise Loan disbursement

Responsible of four branches regarding any information from operation which is required for IT purpose.

Preparing disbursement sheet branch wise for loan disbursement checking disbursement report.

Making Client Handling report, client inquiries.

❖ **Ujala Credit Cooperative Society Limited as a Branch Officer/ IT Support. (May'5st 2014 - Till The Date)**

- ✓ Manage all security stationary of branch, Assets management and tagging.
- ✓ Solved query IT related as Instruction of Head Office.
- ✓ Maintaining Antivirus client PCs and OS.
- ✓ Active Directory user and permission, share folder permission.
- ✓ Handling all cash transaction of branch, vouchers preparation, expenditure entry, renewal entry.

Making Daily report, Cash Book and Bank Book.

FD, MIS, RD, DDS Account Opening, Maturity and Pre-Maturity Process of FD, MIS, RD, DDS Accounts.

Fund Management for Maturity and Pre-Maturity Payments.

Checking customer's kyc and account opening forms as per company sop.

Updating customer's signature, photo and kyc in our online banking application.

Process Secure loan against deposit.

Branch Attendance, Prepare Daily Activities report, local vendor management, quotation branch level work.

Preparing Monthly Report.

Resolving Branch level all issues.

Assisting in Branch Audit and handling branch Compliance.

STRENGTH

- Self-motivation and determination.
- Ability to work in strenuous environment.
Love to work in-group.

HOBBIES

- Traveling.
- Net Surfing
Playing Cricket

PERSONAL DETAILS

Date of Birth:	12 th Aug. 1983
Languages:	English and Hindi
Passport No:	M9476096
Passport Expiry:	11/05/2025

Declaration: -

I hereby declare that the information given above is true in best of my belief and knowledge.

(TANVEER ALAM)