

## **RESUME Date:-**

**Asha.R. Kirtikar**

N-11,C-4,30/5

Gajanan Nagar,

TV Center Hudco,

Aurangabad. 431001

Email: -Ashakritikar2429@gmail.com

Cell:8446536074

### **OBJECTIVE:**

- To work in an environment where I can use my skills to be a supporting factor for the organization as well bring an overall growth in myself professionally.

Personally and to add more stars to the organization where I work,

### **Work Experience: - Total 2 Years**

#### **Job Description**

- One Year at Videocon Pvt.Ltd,

Bhalgaon Plant

Aurangabad.

As A Quality Associate Store

- Monitoring inward outward

- Monthly MIS of Store Inward & Outward

- Monthly Stock take

- Keeping Material in proper bin wise

- CMS Info System Ltd

Division CMS Securitas LTD. Aurangabad

CMS Provide services of Cash Management for Banking Automation, Cash Delivery & Pickup

As A Back Office Executive

Handling Cash Delivery & Pickup Department (CDP) & Store

July 2018 to 11.04.2019

### **Responsibilities Handled:**

Having in-depth knowledge in CRA CDP Operations.

Preparing monthly Billing of services which provide to bank.

Monitoring on Daily CDP pickup cash transaction, record maintaining

Currently handling team Of 20 employees (CDP Custodians)

**Responsibilities Handled:**

- Arranging Custodians for Cash pickup and Delivery for IDBI ,DCB ,SBI ,ICICI ,Axis,HDFC Bank etc.
- Generating Daily reports of the cash pickup and delivery done to Bank and HO.
- Maintaining daily trip sheet book used for Cash pickup.
- Monitoring Sorting of Cash sorting boys which is deployed at IDBI Currency chest
- Audit Checking and maintaining various types of reports which help us to control audit open point
- To inform H.O.Banking team immediately in case of “No pick-up” by bank or cash collection beyond defined limit
- To take and file proper acknowledgment from bank/ collection agency for cash and cheques deposit
- Online reporting in GUC software
- Uploading eod in system
- Stationery inward with proper record maintaining
- Handover critical stationery to particular employee

**EDUCATIONAL QUALIFICAION**

1. Passed Bachelors Degree in Bsc. General From Ramdas Athawale Arts, Commerce & Science College, Chowka Aurangabad Affiliated to Dr B.A.M. University Aurangabad securing II class in the year 2015.
2. Passed HCS Science 2011 affiliated to Maharashtra state board of secondary and higher secondary education Pune, Securing 43.66 %.
3. Passed **S.S.C** in 2002 from Baliram Patil High-School, Aurangabad affiliated to Maharashtra state board of secondary and higher secondary education Pune, Securing 39.06%.

**ADDITIONAL QUALIFICAION:**

- ☒ MS-CIT Passed With 92%
- ☒ ITI In Electronics & Telecommutation Passed With 80.39%
- ☒ English Typing 30 speed passed with 76%

☒ Tally

**PERSONAL PROFILE:-**

Name: Asha.Kirtikar

Date of Birth : 24<sup>th</sup> Nov 1985

Zender : Female

Martial Status: Married

Nationality: Indian

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge

Yours Faithfully

Kirtikar Asha