

# Reema Tripathi

## Banking Operations Specialist



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📍 Dubai, UAE

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### 🧠 SKILLS

#### Technical Skills

- MS Office Suite
- Data Entry

#### Soft Skills

- Time Management
- Problem Solving
- Multitasking
- Team Work
- Organizational Skill
- Communication Skills
- Customer Service Management

### 📜 CERTIFICATES

#### Investment Banking Job Simulation

Issued By - JPMorgan Chase

#### Microsoft Excel -Excel from Beginner to Advance 2024

Issued By - Udemy

### 🌐 LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

### 👤 PROFILE

Accomplished banking professional with a noteworthy history of success at a prominent financial institution, where my impactful contributions were consistently acknowledged and valued. Adept at identifying business opportunities, managing financial operations, and streamlining processes to enhance operational efficiency. Proven ability to maintain strong customer relationships, ensuring high satisfaction levels and business retention. Results-oriented leader with a demonstrated history of implementing effective process improvements.

### 👛 PROFESSIONAL EXPERIENCE

#### Axis Bank Limited

Deputy Manager

08/2014 – 02/2020 | Pune, India

- Managed day-to-day operations, including cash management, vault supervision, service request tracking, report generation, office account management, daily audit, compliance, clearing, locker handling, and CRL handling.
- Oversaw inquiries related to deposit accounts, facilitating the opening and closing of accounts while ensuring adherence to KYC policies and CB instructions. Maintained detailed records of crucial financial transactions.
- Ensured strict compliance with all bank policies and procedures, maintaining meticulous records of financial transactions. Completed assigned tasks from senior management to contribute to the overall efficiency of operations.
- Built and nurtured a relationship-based portfolio, addressing all banking requirements of customers in line with KYC/AML regulations. Proactively identified opportunities within the market and conducted outbound sales calls to maximize sales performance.
- Implemented innovative solutions to boost transaction volumes and expand the portfolio. Signed up clients for alternative channels and provided value-added services, contributing to overall business growth.

#### Pragati Industries Pvt Ltd

Junior Accountant

01/2014 – 08/2014 | Raipur, India

- Executed daily accounting responsibilities, including journal entries, account reconciliations, cash flow management, and budgeting and forecasting.
- Verified the precision of invoices and other accounting documents, ensuring accuracy and compliance with financial records.
- Assisted in payroll processing activities, calculating wages based on hours worked and contributing to accurate payroll management.
- Reviewed employee-submitted expense reports for accuracy, reconciled discrepancies between general ledgers and sub-ledgers monthly, and collaborated with departments to ensure timely vendor invoice payments in adherence to company policies and procedures.

## EDUCATION

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### **Master of Business Administration (Marketing & Finance)**

Chhattisgarh Swami Vivekanand Technical University

07/2011 – 07/2013 | Bhilai, India

### **Bachelor of Business Administration**

Pt. Ravishankar Shukla University

07/2008 – 05/2011 | Raipur, India

### **All India Senior School Certificate Examination (XII)**

Jawahar Navodaya Vidyalaya

05/2007 – 04/2008 | Raipur, India

## AWARDS

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### **'ACElerate' Winning Relationships (Advanced)**

Axis Bank Limited

08/2010

### **Best Teller**

Axis Bank Limited

02/2014

### **Jubilant Jan**

Axis Bank Limited

01/2016

### **Sparkling September**

Axis Bank Limited

09/2016

## PROFESSIONAL HIATUS

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### **Volunteer Break and Exam Preparation**

02/2020 – present

- Dedicated a voluntary break during the global lockdown to focused government exam preparation, navigating challenges posed by the pandemic for continued personal and professional growth.