

Rahul Boddu

Vizianagaram, Andhra Pradesh
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Seeking a challenging and a growth oriented job in a professional organization where my skills, abilities could be fully utilized to achieve organization goals.

#readytowork

Willing to relocate: Anywhere

Work Experience

Manager

Sri Varalakshmi Motors Pvt Ltd - Vizianagarm, ANDHRA PRADESH, IN
November 2018 to Present

- Responsible for assigned sales targets (monthly, quarterly and annually).
- Processing the Vehicle loans to the customer, Collecting the loan documents raising the finance tokens and get them approved.
- Cibil score checking conducting FI (field inspection).
- Coordinating with the credit team for the loan documents and loan scantionaing.
- Monitaring the trade account with the delear.
- Processing the payments and collecting the dues from the customers.
- Reconcelling the loan payments and follow up for the dues
- Generating leads and closing them on time.
- Handling the team, make them to achieve their targets and help them in closing the leads
- Reporting the monthly MIS data and other records to company as per the required.
- Looking after complaints and maintain the healthy environment with the customers
- Goals set for centre month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Maintaining AD stock as per norms, Document collection.
- Provide daily updated data to AD.
- Promoting the Brands & Encouraging the Sales through various Promotional Activities (CBYs, Van Activity etc.).
- Establishing a healthy relationship with retailers, Effectively handled the Retailers Claim Settlement, Promoting Sales through Visibility in my area.
- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.
- Getting order through buying house and export house
- Proper execution of order and dispatch it on time.
- Follow up for payment, Develop new sample for client, Maintain good relation with client.
- Maintain and organize the Sub-AD's as per the company norms.
- Visiting, auditing and over viewing the Sub-AD's as per the company norms..

Assistant Manager

AXIS Bank Ltd - Vizianagaram, Andhra Pradesh

May 2018 to November 2018

- Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.
- Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.
- Trained team members in successful strategies to meet operational and sales targets.
- Submitted reports to senior management to aid in business decision-making and planning.
- Reviewed and edited loan agreements to promote efficiency and accuracy.
- Generated repeat business through exceptional customer service and responded to customer concerns with friendly and knowledgeable service.
- Handled customer service by dealing with complaints, organizing stock and answering customer questions.
- Supported staff development and goal attainment by focusing on skill development and job satisfaction.
- Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
- Developed and maintained relationships with local real estate agents.
- Recommended loan approvals and denials based on customer loan application reviews.
- Assisted senior-level credit officers with complex loan applications.
- Originated, reviewed, processed, closed and administered customer loan proposals.
- Received "Employee of the Quarter" service award.
- Submitted loan applications to underwriter for verification and recommendations.
- Maintained strict confidentiality of bank records and client information.
- Audited financial services clients, including banks and asset management companies.
- Resolution for complaints within specific TAT.
- Managing branch operations, Lobby management, reports submission and operations team.
- Serving the customers with Best service to generate prospective leads and references.
- Monitoring office accounts (accounts related to local office administration).
- Responsible for Cash and Clearing, operations of Branch.
- Non Cash From Like RTGS, NEFT, Fund Transfer etc
- Liabilities & Investment Management Process - Account Opening & Maintenance
- Handling Branch Walkin Customer For Cross Selling Bank Products.
- Instrumental in increasing overall customer satisfaction from 12 % to 20% in the first quarter of 2017
- Conducting weekly meetings with sales team members and providing appropriate guidance and motivation to achieve target
- Monitoring and evaluating sales results as well as initiating steps to boost profit opportunities and productivity levels in the branch
- Verifying all transactions and ensuring bank services meet customer requirements
- Establishing training programs and conducting monthly performance reviews for banking staff
- Consistently achieving sales target and increasing monthly revenue by 10% in spite of challenging market dynamics
- Handled customer queries and gave information about retail products and services
- Prepared revised quotations of bank's products to guarantee good profits and sent it to potential customers to maintain healthy relations
- Participated in various programs organized by Federal Reserve which covered topics like security issuance policies and capital market securities exchange

- Researched market trends and developed new business categories which added to 10% revenue growth.
- Conducted weekly training programs for new recruits and assigned them responsibilities of contacting new customers to advertise banking services and products to increase client base

Assistant Manager

Branch Banking - Kurnool, Andhra Pradesh

May 2018 to November 2018

- Handling all desks such as DD-PO, Query desk, handling all operational activities.
- Handling Branch Walkin Customer For Cross Selling Bank Products
- Resolution for complaints within specific TAT.
- Managing branch operations, Lobby management, reports submission and operations team.
- Serving the customers with Best service to generate prospective leads and references.
- Monitoring office accounts (accounts related to local office administration).
- Responsible for Cash and Clearing, operations of Branch.
- Non Cash From Like RTGS, NEFT, Fund Transfer etc
- Liabilities & Investment Management Process - Account Opening & Maintenance
- Handling Branch Walkin Customer For Cross Selling Bank Products.
- Conducting weekly meetings with sales team members and providing appropriate guidance and motivation to achieve target
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- Audited financial services clients, including banks and asset management companies.
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- Managing branch operations, Lobby management, reports submission and operations team.
- Serving the customers with Best service to generate prospective leads and references.
- Monitoring office accounts (accounts related to local office administration)

Assistant Manager

Clearing Dept - Hyderabad, Telangana

June 2014 to May 2018

- A skilled professional with nearly 4 years of experience in Transaction Risk Banking Operations & Customer Service.
- Involved in Detecting Layering process in AML for various accounts. (Savings/Current and priority accounts).
- Maintain SLAs in accordance with policies and regulations
- Preparing, reviewing and maintaining records of SARs (suspicious activity reports)
- Thorough Knowledge on Placement Layering and Integration processes.
- Responsible for analyzing suspicious transactions / frequent cheque and ECS return accounts and high turnover accounts as per the RBI guidelines. Handled 18 branches in the region.
- Playing major role in eliminating the accounts which are having unusual transactions and identifying Errors / Frauds.

- Banking: knowledge in terms of customers, products and transactions with expertise in at least one customer segment (retail, corporate, private banking, correspondent banking)
- Banking operations experience (Client Due Diligence, payments, trade, markets or other) and service oriented attitude.
- Experience in Core Banking/Payments/Trade Finance areas of banking domain.
- Closely Worked with Development and IT Testing teams, Conduct Business UAT and Acceptance tests for developing the quality of the work with minimizing the cost to the company.
- Bringing in awareness in team members about risk and compliance parameters of retail branch including AML/Reputaion risks of the bank.
- Successful migrated and implemented the CTS process through Pan INDIA.
- Hands on experience in FINACLE 10X version developed by INFOSYS.
- Manual Testing with FINACLE software.
- Hands On Experience in Transaction Monitoring of various account variants.
- Thorough Knowledge on CTS (Cheque Truncation System) Clearing Process.
- Verification of Inward and Outward cheques received in image based clearing with accuracy.
- Excellent communication in English (articulation and writing).
- Performing the Reconciliation activity on daily basis for out ward clearing done previous day to ensure no wrong credits and no short and excess claims thus resulting smooth flow of clearing operation.
- Handling Inward Clearing Zone allotted and ensure nil errors.
- Effectively managing the tasks allotted in specified time lines.
- Deft in handling Cash, Clearing and Transfer Operations & monitoring various banking operations (Using Finacle/Finone software's at end user level)
- Review on Compliance scores published every month and motivating the team in weak areas and support in improving the scores.
- Demonstrated excellence in coordinating the entire banking/branch operations, statutory compliance and team management functions
- An excellent communicator with branches and interpersonal skills.

Manager

Sri Varalakshmi Motors Pvt Ltd - Vizianagarm, ANDHRA PRADESH, IN
June 2011 to November 2013

VIZIANAGARAM

- Responsible for assigned sales targets (monthly, quarterly and annually).
- Processing the Vehicle loans to the customer, Collecting the loan documents raising the finance tokens and get them approved.
- Monitoring the trade account with the dealer.
- Processing the payments and collecting the dues from the customers.
- Reconciling the loan payments and follow up for the dues
- Generating leads and closing them on time.
- Handling the team, make them to achieve their targets and help them in closing the leads
- Reporting the monthly MIS data and other records to company as per the required.
- Looking after complaints and maintain the healthy environment with the customers
- Goals set for centre month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
- Maintaining AD stock as per norms, Document collection.
- Provide daily updated data to AD.

- Promoting the Brands & Encouraging the Sales through various Promotional Activities (CBYs, Van Activity etc.).
- Establishing a healthy relationship with retailers, Effectively handled the Retailers Claim Settlement, Promoting Sales through Visibility in my area.
- Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.
- Getting order through buying house and export house
- Proper execution of order and dispatch it on time.
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TeamManagement

- Leading & monitoring the performance of team members to ensure efficiency and meeting of individual & group targets and preventing fraudulent transactions.
- Creating & maintaining a healthy & learning environment while ensuring creative & operational development of the employees.

Education

B.Tech. in Mech.Engg

JNTU - Kakinada, Andhra Pradesh

2007 to 2011

Board of Intermediate Education

2005 to 2007

SSC

P.S.M.M.E.M.R.SCHOOL

2004 to 2005

Skills / IT Skills

- Adaptability,Resilience, Positive Attitude, Self Confident.
- Vision, Effective Communication, Organization, Functional Skills, Confidence, Adaptability, Ability to Think Strategically, Team Orientation, Navigation of Difficult Conversations
- Strategic Prospecting Skills, Active Listening, Communication, Time Management, Problem handling, Demo skills, Post-Sale Relationship Management
- Anti Money Laundering, kyc, Banking Operations, Transaction Analysis, Transaction Monitoring,problem solving skills and good judgment.
- Good Knowledge on MS-EXCEL.
- ui/ux