

ALEX VYAS

P 9879597568

E vyasalex@gmail.com

A 14th, Abhumik Apartment,
Nr. Old Railway Crossing,
Maninagar (East)
Ahmedabad - 380008

OBJECTIVE

Seeking for obtaining positioning in a fast-paced organization where I would have been utilizing my experience in the banking sector in checking company progress by comparing its financial history with its current financial status. To work in a value driven organization for its development with my skill and knowledge to enhance my abilities.

EXPERIENCE

26th Aug 2019 - Till date

Currently working with Kotak Mahindra Bank Ltd. as a Deputy Manager profile Service Delivery Officer (SDO)

RESPONSIBILITIES:

- Branch Authorizer
- Handling Trade Forex transactions.
- Authorizing all branch entries.
- Handling operational controls in terms of Cash, ATM, Cash Retention Limit, Nil difference in cash.
- Complete Clearing Operations
- Monitoring & Reconciliation of Branch/Office Suspense accounts.
- Cross selling
- Handling Safe deposit Locker.
- Ensure Audit ratings to be satisfactory and closure of Audit reports.
- Resolving customer queries.

EDUCATION

March 2013

- MBA from Symbiosis (Pune)
Distance learning

April 2008

- B.COM at Gujarat College,
Ahmedabad
- Gujarat University
Aggregate Percentage **55.33%**

March 2005

- H.S.C.E. at Divine Buds English
School,
City: Ahmedabad

G.S.E.B. Gujarat
Aggregate Percentage **54.83%**

March 2003

- S.S.C.E. at Trinity English School,
City: Ahmedabad

G.S.E.B. Gujarat
Aggregate Percentage
59.86%

KEY SKILLS

- branch operation
- multitasking
- process orientation

1st Nov 2017 – 22nd Aug 2019

I have Worked with Jana Small Finance Bank formerly known as (Janalakshmi Financial Services Ltd.) as Branch In-charge.

7th Sep 2015 - 31st Oct 2017

I have worked for Janalakshmi Financial Services Ltd. (on payroll of Accenture –Career Level 11) as a Branch In charge.

RESPONSIBILITIES:

- Branch In-charge is first line officer for the entire back-end operation.
- Monitoring the Branch Activities.
- Responsible for entire expenses of the branch.
- Ensure credit score report and recommending loan with the score.
- Approve data on SFDC (Sales Force) as per template given for data approval.
- Ensure that the file related to existing customer accounts for loan closure has been properly done or not.
- Prepare the plan for the next day for Enrollment and disbursement with Area Manger and Branch Head to use optimum resources.
- Obtaining extracted data of all CIS (Customer Information Sheet) entries through the format of enrollments and validates the same.
- Ensure that Auto DB(Disbursement) log report for the day that tallies with the no. of accounts disbursed and the amount for the day matches the same.
- Checking the TB (Trial Balance) on the next day that debit to product GL (General Ledger) and corresponding credit to the pending disbursement GL (General Ledger) matches the same on daily basis.

CBS(Core Banking Solution)

- Cross checking of entries
- Authorize the transactions.
- Maker and Checker concept.
- Checking of Loan closure of Accounts.
- Checking of daily transaction reports.
- Cashier Entry verification daily.
- Ensure that all transactions are tallied with CBS.

File Movement on SFDC.

- Submission of files (Documents Check)
- Credit check & Scoring (CBIL & HIGHMARK check)
- Data Approval in SFDC.

- team leadership
- customer service
- problem solving
- cummunication skills
- transaction process

AWARDS

- IRDA SP certified.
- Certificate of Participation in the VoxPopuli Event at P.T. Ahmedabad – Sep. 2008.
- Certificate of National Language – Nov 2006.
- Certificate of Drawing Grade Examination – Nov 2005.
- Certificate of Intra School Bournvita Quiz Contest (BQC) Ahmedabad – July 2000.
- Certificate of Social Service – Dec 2000.

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- Disbursement Planning (SG (Small Group loan), PL (Personal Loan) & Agriculture Loan))
 - Pre-Disbursement Planning & Activity
 - Cross Selling of Micro Pension
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21ST APR 2014 - 6TH SEP 2015

I have worked With Janalakshmi Financial Services Ltd. as OAC (Operation Assistant Cum Cashier).

COMMUNICATION

Easily interact with the customer and able to convey the benefits and policy. Able to make bond with customers and strong appearance to deliver the messages. Ensuring high level of knowledge of process and procedures is maintained for efficient and accurate handling of customer transactions.

I hereby declare that all above written particulars are true to the best of my knowledge and beliefs.

Yours Faithfully,
Alex Edmund Vyas.
