

Ravi Kumar Das Bhogapurapu

Contact: 9440713549

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CAREER PROFILE:

- Rich practical experience in the banking and transportation industries for over 8 or 9 years. worked throughout the entire banking finance, transport, shipping, educational, human resources, and back office-banking financial industries and obtained experience in the development of retail banking.

WORK EXPERIENCE:

- Currently working as a **Manager** in Back-office functions-Margadarsi Chit Fund Ltd & Finance Ltd, Visakhapatnam. (1998 – Till date)
- Worked as **Asst. Manager** in Murlikrishna Transport & Shipping Co., Visakhapatnam (1994 -1998)

EDUCATION:

- B. Com
- M.Com
- P.G. Diploma in Human Resource Management & Information Technology

TECHNICAL SKILLS – QUALITY TOOLS:

- Type writing (English Higher)

FUNCTIONAL STRENGTHS:

- Managing Teams
- Strong working knowledge in back-office of Banking.
- Working knowledge in computer document writing.

PERSONAL TRAITS:

- Good leader, Good in team work, Good at communication, Optimistic, Multi-tasking, good problem-solving skills, Adaptable, Strong analytical skills and dedicated service.

BANK BACK-OFFICE OPERATION-RETAIL BANKING:

- Delivery, recovery, bank Reconciliation, Cash clearing, Fund transfers, Deposits, MIS regarding the Clearing, Deposit mobilization, Tele calling, Problem solving, customer service, Clearing Transactions (inward and Outward) of the branches in one cluster, Coordination with audit teams and other units of service.

COMPUTER SKILLS:

- Data entry, Data conversion, Content development, Working knowledge in UNIX and LINUX operations, M.S Office, Internet Operations.

ACHEIVEMENTS:

- Met objectives set by the office and assisted the office head achieve all objectives.
- Rated as the top leader for clearing transactions.
- Actively contributed to obtaining an outstanding grade in internal audit.
- Trained all team members and others in Finance.
- Made numerous work-related patent contributions and recommendations.

TRAINING PROGRAMES CONDUCTED:

- Brach development programs
- Customer relation programmers
- Financial Software applications
- Interpersonal effectiveness
- Presentation skills
- Communication Skills

- **DATE OF BIRTH, GENDER, MARITAL STATUS:** 24-12-1973, Male, Unmarried
- **LANGUAGES KNOWN:** English, Telugu, Hindi

POSTAL ADDRESS: D.No. 27-29-3/3, Reserve Lane Masque, Bowdara Road, VISAKHAPATNAM – 53001

I **RAVI KUMAR DAS BHOGAPURAPU** here by declare that the above-mentioned details are true and correct up to my knowledge.

DATE: 10-06-2023

PLACE: Visakhapatnam

B. RAVI KUMAR DAS

