

MD KAMAR

Branch Operations Manager

Phone: 8825142109

E-mail: mdkamar8825@gmail.com

Address: Eidgah Road Fasiya Dangal Godda, Jharkhand



Objective

To secure a role in a dynamic and demanding setting that values my skills and experience, empowering me to deliver substantial contributions.

Personal Information

Gender : Male

Nationality : Indian

Date of Birth : 05.01.1994

Education

+2 High school Godda, Jharkhand, (Jac Ranchi) . 71.60%
Matric

Bhagalpur City College, Bhagalpur, (BSEB PATNA). 65%
Intermediate

Marwari College Bhagalpur, Bhagalpur (TMBU). 63%
B. Com

M.com From IGNOU, DUMKA 58.33%
M. Com

Experience

Branch Operations Manager

Mahindra and Mahindra Financial Services Limited

Jul 2018 – CONTINUE

Achievement

PROFESSIONAL QUALIFICATIONS

- D. C. A. A From Lord Buddha Educational Trust, Bhagalpur, Bihar, 81.60%

Project Detail

As a Cashier:

- • Daily Cash And Check Deposition And Listing Of Receipts And Punching. S O A Verification And Confirmation Of SOA From Customers. • Collection Of AFC And Other Fees In Office. • CRA Entry And Maintenance Of CRA Register. • A C H Entry And Approval Sent To Accountant.

Additional Info

As a Assistant Accountant

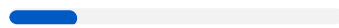
- • Preparation Of CSS On Closure Of Contract (Normal PCL Disposal) • PDC And Spdc Entry And Verification. • NOC Process (Normal PCL Disposal) And Acknowledgement. • Invoice, Insurance, RC Collection And Updation. • Disbursement Of Files And Delivery Order (DO) Issue Through System.

As a Branch Operations Manager

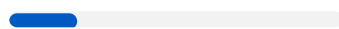
- Responsible For Whole Monthly Closing And MIS Prepare Reports.
- Monthly Compliance Or Exception Report For Clearing.
- Maintained Several Branch Documents And Files.
- Maintent Of All Type Of Branch Register Including Key And Cash Register.
- Quality Customer Service Are Provided At Branch.
- Handling Customer Complaints.
- Resolving All Complaints Received And Insure That Staff Are Closing Within TAT.
- Verification Of Fixed Assets Repressed Assets Review.
- Reference, Top Up Loan And Dealer Initiate Release To Payment For Customer Or Dealer.
- Contract Closer Entry And Submission.
- All Type Of Payment Received On Company Virtual Account (RTGS, NEFT) Check Credit And Punching On Correct Head.
- Keeping Turn Around Time (TAT) Commitments Handling Excalations And Monetary Quality Standard Of The Team Through Constant Monitoring And Providing Feedback.
- Customer KYC And Secondary Document Verification Through Checking Of All Files And Ensure Data Is Complete And Relevant Processing And Disbursement Of Files And Checking Verification Of KYC Document Details.
- Cross Selling (FD And SIP)

Language

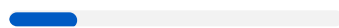
English



Hindi



Urdu



Signature

MD Kameer