

CURRICULUM VITAE

BODIGE THIRUPATHI,
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Mobile NO.9912037858.

H.No.7-43,
BOMMAKAL,
KARIMNAGAR.

OBJECTIVE:

I would like to take a job that provides me opportunity to work in an innovative and challenge bank environment for continuous up-gradation Of my knowledge, my learning and my skills. I aspire to be a successful and well recognized professional where I work.

EXPERIENCE

Presently Working As a Branch Manager from Dec 2020 to Till date Now with FIRST FINANCE CREDIT CO OPERATIVE SOCIETY LTD,SIRICILLA.

JOB RESPONSIBILITIES

- Planning to achieve the selftargets and motivating to reporting staff to reach the branch Targets.
- Focus on cross selling
- .•Verification of Account opening forms and documents for both saving and current.
- Direct Marketing for the Bank products.
- Responsible for cash and customer transactions
- .•Conducting Training Sessions to Branch Staff
- .•Handling Non-Cash transactions like DD-BC Issuance, Cheques Collection, and Fund transfer,etc.
- Handling of Cash remittances to other Banks and branches to maintain the vault retention limit
- Meetings with staff in regular intervals and well interacting to make planning to achieve the targets given by management
- .•Responsible for high quality service, customer relationship management, Branch Audit & Compliance.
- High attention to detail, accuracy as well as customer service orientation.
- Marketing forGold Loans,Lockers and mortgage loans.And Lodging the ornaments in vault

PREVIOUS EXPERIENCE:

I had Worked As a Branch Service & Operations Manager from June —2015 to Nov 2020 with DCB BANK Ltd,Mancherial.

JOB RESPONSIBILITES

- The purpose of this role is to handle Branch Operations in Branches • **Emphasis on cost, control & compliance**
- Interactions with customers, processing of customer needs.
- To overcome problems using guidelines and escalate with expediency, when necessary.
- Responsible for day to day operations within the Branch

- To ensure accurate, timely and error free operational processing of customer needs and requests in Branches
- Ensuring regulatory compliance & procedural compliance and timely Audit
- Monitor transactions for NEFT/RTGS, etc.
- Vault / Key custodian
- Gold Loan Self Valuation to done below 2 lakhs on daily basis.
- Actively maintaining Clearing house and well communication with other banks.
- Efficiently handling Clearing section Inward and Outward clearing of Cheques
- Handling cheques received from CMS Cash Management Services.
- Lodging of Outstation cheques, Realisation and its related work.
- Responding for mails from CMS, Inter branch and Zonal office.
- Verify the loan application and documents and enter the data in LOSS (Loan organisation system)
- Actively involved in handling, monitor approvals and coordinate with back end processes for branch
- Check the loan agreement and subjective documents in disbursement time
- Maintain daily login reports (MIS). MIS & Reconciliation sales (CA & FDOD , TPD) with DCB Bank Ltd:
I did sourced the 20 (twenty) CAS during this financial year 2019-2020.
I did sourced the 50 (Fifty) SAS during this financial year 2019-2020.
I did sourced FD 3 CRORES during this financial year 2019-2020
I did sourced FOOD I CRORE during this financial year 2019-2020
I did sourced TPDS like (LI & GI & HI & Term Policies) 30 lakhs during this FY 2016-2020.

Achievements and Certificates:

- Secured the 1st Position in our region in CASA-Contest (Dec-Jan 2019 & 2020).
- Secured Gold Medal in LI Cluster contest-Medal of Honor in September-2019.
- . Secured the National Winner for the Service impact award for the month of March 2020 and March 2019.
- Received Certificate of Excellence for securing "Well Controlled "audit rating in Main And also April 2020.
- Received Certificate of Excellence from Zonal Managers and Regional Managers for outstanding performance towards Life Insurance business.

Generate Sales References for Liability products and Third Party products

Previous Experience Summary:

Worked As a Junior (Processing) Officer from April —2012 To June 2015 with (ADFC) in HDFC BANK Ltd, Karimnagar.

JOB RESPONSIBILITIES

- Actively maintaining Clearing house and well communication with other banks.
- Efficiently handling Clearing section Inward and Outward clearing of Cheques
- Handling cheques received from CMS Cash Management Services.
- Lodging of Outstation cheques, Realisation and its related work.
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- Verify the loan application and documents and enter the data in LOSS (Loan organisation system)
- Actively involved in handling, monitor approvals and coordinate with back end processes for branch
- Check the loan agreement and subjective documents in disbursement time
- Maintain daily login reports (MIS).
- MIS & Reconciliation

PREVIOUS EXPERIENCE

Worked as an Internal Auditor & Accounts Executive for 2 Years in Adarsha Automotives Pvt Ltd (MARUTI SUZUKI), Karimnagar.

Worked as an Accounts Executive For I in Sri Ram Chits Miyapur Branch, Hyd.

JOB PROFILE:

- Finalization Of Annual Accounts Of Firms & Individuals And Companies.
- Preparation Of Provisional Projected Balancesheet. Maintained computerized -- Accounts of clients. - Preparation of various Management Reports.
- Preparation of Monthly Statements Like (Vat, Esi & Epf, Bank Reconciliations & Sister Concerns, Salaries & Rent).
- preparation of Quarterly Statements Like (Tds payable, 26as).
- Preparation of Supplier Cheque payments & Other Etc.
- Maintenance Of petty Cash Balance.
- These All Are Maintain For Four Firms Of Adarsha Group in Karimnagar. EDUCATIONAL

QUALIFICATION :

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| s.s.c | SARVODAYA HIGH SCHOOL(1999-2000)KARIMNAGAR |
| INTERMEDIATE (C.E.C.) | HOLI TRINITY JUNIOR COLLEGE,(2000-2002)KARIMNAGAR |
| DEGREE(COMMERCE) | KIMS DEGREE College 2004 to 2007 KARIMNAGAR. |

POST GRADUATION (MBA)

MALLAREDDY ENGINEERING & TECHNOLOGY,
(2007-2009)HYD.

JNTU UNIVERSITY

DETAILS :

TITLE BUDGETORY CONTROL & SYSTEMS

ORGANIZATION • KESORAM CEMENT INDUSTRIES LTD, Basanthnagar in Karimnagar.

PROJECT DETAILS :

.DIPLOMA IN COMPUTER APPLICATION .

.TYPE WRMNG IN ENGLISH LOWER-GRADE

COMPUVE.R KNOWLEDGE'.

Operating System: MS-DOS, MS-Office, Windows 95/98/2000/XP

Accounting Package(Tally 7.2,Tally ERP 9.2 ,Tally Latest Version 3.1,3.2,
Wings, Focus

COMMEETENCIES;

- Self-disciplined and target oriented.
- Fast learning and Team orientation.
- Good Interpersonal skills, willing to take challenges in work profile.
- Organized and well structured at work..

PERSONAL DETAILS;

Father's Name . KOMURIAH

Date of Birth : 15-04-1985

Gender : Male

Nationality = Indian

Languages Known English, Telugu and Hindi

Marital Status • Married

Declaration:

I here by assure that the information that has been provided above is true to the best of my knowledge.

Place: KARIMNAGAR

Date:

(THIRUPATHI.B)

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