**Aakash**

Assistant Branch Manager

1 Year Experience

**Email**: [akash.337759@2freemail.com](mailto:akash.337759@2freemail.com)

*Professional Profile*

Top-performing professional with nearly 2 years’ progressive experience in banking and finance. Expertise in managing personal, corporate, and small business accounts, and building long-term relationships with customers. Experience in managing and resolving account issues in bank branches. Accomplished in selling banking solutions to drive sales and revenue generation goals.

*Work Experience* Innovative Co.operative Urban Bank Ltd. **Jan ‘16- Present**

Assistant Branch Manager

Pamac Financial Services Pvt. Ltd.  **August‘13 – June ‘14**

### Process Associate (ICICI Auto Finance)

HDFC Life. **June ‘12 – August’12**

### Internship

*Profile Summary* Assistant Branch Manager (1 Year)

* Managing & overseeing the administrative & daily operations of the department, ensuring compliance with the policies and regulations.
* Mapping client’s requirement and coordinating, developing and implementing process in line with guidelines.
* Monitoring the overall functioning of the processes, identifying

improvement areas and implementing adequate measures to maximize customer level satisfaction.

* Effective handling of queries brought in by Customer Service Executives and Tele-banking Executive.
* Identify and reporting the issues observed during the audit to the top management.
* Adhere to all reconciliation and balancing procedures.
* Developing reports for top management summarizing financial position of the business.
* Overseeing the daily operations of a financial institution, supervising branch

Workers , evaluating loan applications, and managing cash flow.

* Maximizing profits by controlling labor costs and expenses.
* Continuously reviewing and managing team performance.
* Assisting the Branch Manager at operational level and

execution of all work related duties.

* Prepare for audits by overseeing all paperwork on sales.
* Filling monthly/quarterly/yearly return of the branch.
* Managing inward and outward clearing.

### Process Associate (11 Months)

* Operating from designated dealer premises set forth by ICICI bank.
* Responsible for support and maintenance of Finnone tool.
* Responsible for proper reviewing of the customer’s document.
* Processing customer document using Finnone tool.
* Performing disbursement procedure and MIS reports.
* Validating bank statements and balance sheet.
* Increasing operational efficiency and productivity.
* Managing and reducing manual operations & data entry errors.
* Identifying deviations of the customer.

*Education*

Sikkim Manipal University-Distance Education

MBA – Banking & Finance, 2015.

GGS Indraprastha University

* + 1. Bachelor of Business Administration, 2013.

Higher Senior Certificate, CBSE

Abhinav Public School, 2010

Senior Secondary Certificate, CBSE

Abhinav Public School, 2008

*Achievement*

* Participated in QUIZZONATION organized by AIMA.
* Participated in the Investor Awareness Program on "Recent Development in Capital Market".
* Appreciated for the project “COMPARATIVE ANALYSIS OF UNIT LINKED PLANS BETWEEN ICICI LIFE INSURANCE AND HDFC LIFE” during internship.
* Expertise in Tally ERP 9.0 accounting software.