**Asmita**

**Asmita.347251@2freemail.com**

**Current Profile:**  It includes responsibilities of Custodian, document vetting for SME business loan, handle UAT for SME CAD dept, updating the new documents, preparing MIS reports on daily & monthly basis.

**Accomplishments: SME CAD dept;**

* Document Vetting for Business Loan  Handle responsibilities of custodian.
* Preparing MIS reports on daily, weekly & monthly basis.
* Updating the new document in the system & maintenance of the same.
* Handle UAT for the SME CAD dept.

 **Branch Level;**

* Handled responsibilities for all Operational Activities at the branch level.
* Performing role of investment advisors in General Insurance, Life Insurance, Mutual Fund, Fix Deposit, and Recurring Deposit.
* Preparation of flowcharts and reports as a part for documentation to study the branch statistics and analyses the status and profitability of the branch, to achieve branch monthly targets.
* Monitoring the inflow and outflows of funds.

**Core Competencies:**

* Excellent written and verbal communication skills.
* The ability to deal easily with a diverse range of people from different backgrounds, religions and cultures.
* Adaptability and Integrity.
* Internet research expertise and high attention to detail.
* Self-motivated, ambitious and hard working.

**Experience:**

***9 July 2014 – 31 May 2015: Credit Admin Officer in SME CAD dept. with Abu Dhabi Commercial Bank, UAE***

* Document Vetting for Business loans.
* Handel responsibilities of custodian.
* Prepare various MIS report on daily, weekly & monthly basis.
* Handel UAT for SME CAD dept related to EDLR & EDMS scanning system.
* Updating of new documents in the system.
* Maintain record of cases disbursed & pending with dept.

***11 November 2012 – 17 March 2013- (Contract based job) Document Controller in Retail Loan dept. with First Gulf Bank, Abu Dhabi, UAE.***

  *Handling & Maintain records of security cheques.*

***29 April 2012 – 29 July 2012 – Officer: (Contract based job) Document Vetting Dept., Abu Dhabi Commercial Bank, Abu Dhabi, UAE.***

* **Maintenance of Security files:**

Arrange and maintain security file in customer id order.

* ***Scanning documents:***

Scanning all the new security documents as per the request by SME CAD.

***3rd June 2010 - 6th August 2011:* Assistant Manager, Axis *Bank Ltd. Sion Branch, Mumbai, India.***

* Cheque Clearing department.
* Worked as Cashier.
* Handled responsibilities for all Operational Activities of the branch.
* Taking Care after Cheque transfers, RTGS and NEFT, Pay Order/Demand Drafts.
* Processing walk in customer’s request regarding Mobile Banking, Change of Address, providing i-Connect Registration facility.
* Performing role of investment advisors in General Insurance, Life Insurance, Mutual Fund, Fix Deposit, Recurring Deposit.
* Providing locker facilities and handling complaints related too same.
* Working in live FINACLE v10.0 banking software.
* Easily established a rapport with people of all ages, cultures, and beliefs**.**
* Acquired in-depth experience in MS Excel and Power-point

***May 2008- July 2008*:** ***Project Trainee with Banking Department Tata Mutual Fund, Fort Mumbai, India*.**

* Documentation for Banking Department.
* Preparation of flowchart
* Preparation of flowcharts as a part for documentation to study the current market trends to analyze the data.
* Co-ordination with different banks.
* Monitoring the inflow and outflows of funds.
* Highly motivated and result-driven

**Education:**

* **2009-2010: MBA Finance** from Dr. D.Y. Patil Institute of Management Studies, Dr. D.Y.

Patil University (Navi Mumbai, India)

* **2006-07: Bachelor of Commerce** from K.J. Somaiya College of Science and Commerce, Mumbai University (Mumbai, India).

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| **Skills:**  |  |  |
|  |   | Problem Solving, Pattern Recognition  |
|  |   | Managing and Appreciating Diversity  |
|  |   | Ability to work well under pressure  |
|  |   | Self-motivated and ambitious  |
|  |   | Quick Learner  |
|  |   | Leadership Skills  |
| **Personal Information:**  |  |   |
|  |   | Age: 30  |
|  |   | Marital Status: Married  |
|  |   | Children: None  |
|  |   | Driver's License: No  |
|  |   | Nationality: Indian  |
|  |  |  |
|  |   | Languages: English, Hindi Marathi (Read, Write and Understand)  |
|  |   | Visa Status: **UAE Resident Visa - Husband Sponsorship (Valid till** **June 2018)**  |
|  |   | Health: Excellent  |
| **Computer Knowledge:**  |   | Willing to travel/relocate  |
|  |   | Operating systems: Windows 95, 98,2010.  |
|  |   | Packages: MS-Word, MS-Excel and MS-PowerPoint.  |
|  |   | Computer Typing speed 40 WPM  |