RESUME

CHINMOY

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ACADEMICS

B.COM (HONS), Gauhati University -1998 MBA (FINANCE) –Tezpur University 2001, JAIIB (IIBF) 2009 , AMFI, KYC & AML (IIBF), MDP –IIMA 2003,Green belt certification – from Bharti Airtel -- SPSS & MINTAB

SKILLS SETS

Retail & Corporate Banking - Banking Operations Management – SQ AUDIT, BUSINESS ANALYST – in telecom sector, General Accounting & Reporting - US GAAP SOX Reporting and compliance – logistics and supply chain, Team Management

REWARDS &TRAINING –

1. BEST BRANCH OPERATIONS MANAGER – AXIS BANK – P- 475 BRANCHES – SELECTED FOR MDP PROGRAMME – IIMA - 2
2. FIVE STAR AUDIT REPORT – ICICI BANK DIMAPUR BRANCH – OVER ACHIEVE ALL BRANCH TARGETS
3. ZERO ERROR REPORTING IN BPA – CATEGORY – ORISSA CIRCLE – GREEN BELT CERTIFICATIONS.
4. ATTENTED – BOOST -1 &2 – MDP PROGRAMME – ICICI BANK & HDFC BANK
5. SOFTWARE TRAINING FOR MIGRATIONS – FINACLE 7 TO FINACLE 10 – AXIS BANK – HYDRABAD -23 DAYS
6. CLEARED FOR ALL INDIA MANAGEMENT TRAINEE ENTRANCE – FINANCE –ONGC 2000

WORK EXPERIENCE –

CRANE BANK –SEP 2013 – Nov 2016

Branch Manager

MANAGER - JOB ROLE: WORKED IN VARIOUS DEPARTMENTS – TWO BRANCHES (BRANCH MANAGER – NTINDA/NAJJANAKUMBI) - Referral & RTGS – EFT / Clearing / Account Opening – KYC & AML Account opening, T-24 – software migrations process from branch power – statutory reporting to Bank of UGANDA REPORTING – LIQUIDITY AND BALANCE SHEET – Corporate Account Salary process –various control office accounts reconciliations – Audit and Compliance – process note preparations .

HDFC BANK –Nov 2011 Aug 2013 – SENIOR MANAGER

Senior Branch Manager – Dinhata West Bengal cluster,

JOB ROLE:

Taking care of branch mobilization of CASA/F.D/Insurance/ Loan & Advance, /Other third party products

Branch Audit & Compliance; cluster reporting, Implementations of New product launch & Innovations at Branch

AXIS BANK - Sept 2009 – NOV 2011

Branch Operations Manager - (BRANCH – TINSUKIA/TURA /GAUWAHATI) - MANAGER

JOB ROLE:

General banking operations, MIS & REPORTING, LOCKER OPERATIONS, RTGS/NEFT/ International Payments – remittance, TCDC & FES services, Gold coin sale and reconciliations in Metagrid Software – CBDT E-PAYMENTS – CLEARING HOUSE ACCOUNT RECONCILATIONS – CC/LC /BG – Accounts - Creation and monitoring at branch level – submitting – Weekly /Monthly /Quarterly /Annual reports for the Branch – to head office

ICICI BANK – Aug 2007 – AUG 2009

Branch Operations - (BRANCH – DIMAPUR/GAUAHTI) – AM -11

General banking operations, MIS & REPORTING, LOCKER OPERATIONS, RTGS/NEFT/ International Payments – remittance, TCDC & FES services, – CLEARING HOUSE ACCOUNT RECONCILATIONS – submitting Monthly, Quarterly, Annual reports for the Branch – Work towards achievement branch sale targets – by operations team

Bharti Airtel LTD – AUG 2005 – AUG 2007

Senior Business Analyst/ FRC – Financial Reporting and Compliance (Orissa / Assam & NE circle)

Job responsibility includes – Financial reporting and compliance, Sales Accounting, Pre-paid Accounting, Vendor Payments and reconciliations, Revenue Analysis, Budgeting and AOP, Variance Monitoring, CWN, MAPA, ZCWN, Fixed Assets Accounting –

American Express INDIA – NEW DELHI/GURGOAN - AUG 2003 – AUG 2005

Team Member – Business Analyst – JAPA PROCESS

Job responsibility includes – Bank reconciliations, ageing items monitoring, Accounts ownership and monitoring, compliance reporting, fixed assets accounting – reporting in US GAAP – CISA & SQ Audit, Market risk Analysis – Preparations SLA matrix .

COCA COLA - HINDUSTAN BEVERAGES INDIA PVT LTD NOVEMBER 2002 – AUG 2003

GHAZIABAD – FINANCE /LOGISTICS

Job responsibility includes – MIS & REPORTING, BUDGETING & VARIANCE REPORTING, DIRECT MANAGEMENT EXPENSES REPORT (DME), Cash management, Daily stock reporting, revenue analysis, DOD STATEMENT, EXCISE DUTY REPORTING.

RR- FINANCE – NEW DELHI (MAY 2001 – NOVEMBER 2002)

BUSINESS ANALYST -

Job responsibility includes – Research and analysis of Mutual Funds houses performance, RBI Bonds, Fixed Deposits, NHAI Bonds, fixed income security –for HNI clients, Processing of AMC Commissions, Customer relationship management