**RAJANDER**

[**Rajander.149936@2freemail.com**](mailto:Rajander.149936@2freemail.com)

Objective

To work in a challenging and responsible position where my professional background can be utilized for the progress of the organization and to update myself with the latest technologies, so as to enable myself to establish in future.

Professional Qualifications

* **MBA in Finance and Marketing from Uttar Pradesh Technical University**

**(UPTU) Lucknow India in 2015**

* **BHM & CT** from MJP Rohelkhand University campus Bareilly India 2013

Academic Background

* **12th** from UP Board
* **10th** from UP Board

PROFESSIONAL EXPERIENCE

* **Presently working in writer safeguard pvt ltd (ATM Cash Management Company) as a shift manager from 7 Dec 2015 to till date.**

KEY RESPOMSIBLITIES

**Job Profile in Writer safeguard:**

**Shift Manager (ATM ops)/CIT) WRITER SAFEGUARD PVT. LTD New Delhi**

* Looking after Ops. For more than 550 ATMs for ICICI, CBI, CANARA, BOI, TATA INDICASH, DCB, CITI & Federal in Delhi & NCR.
* Well experienced in ATM operations i.e. Route management/planning, coordination, reporting, reconciliation, route/cash audit, customer coordination or queries etc
* Team management around 150 emp.
* Responsible for all jobs related to Ops e.g. cash Loading/Withdrawal, indent, customer complaints, escalation etc.
* All Bank MIS reporting & reconciliation.
* Connection between custodians, making sure correct flow of info relating to Ops.
* Coordinated with team & customers for lesser queries/complaints.
* Started training programs for every custodian and crew members concerning jobs for better or smooth operations.
* Handled Replenishment/EOD/FLM/SLM activities.
* All Computer work. Pertaining to MIS Reports, mails, customer complaints etc.
* Internal auditing and cash verification of ATMs.

***Other skills Proficiency***

* **Tally.Erp9**, TDS Like Saral
* Advance Excel (Sum if, Sum ifs ,Pivot Table, Data Validation, V- Lookup and H-Lookup, IF, IF Error

Count if, Count ifs etc.

* Basic Knowledge of computer -Internet, hardware & software

**OTHER**

* **Knowledge of Sales Tax:**
* VAT-DVAT and CST
* Registration in VAT
* Making payment of VAT through challans
* Filing Quarterly Returns
* Filing Returns of CST
* **Knowledge of Service tax** and Wct.(E-payment and Efiling of ST3)
* **Knowledge filing TDS Return Form 24Q, 26Q and TDS Challan 281.**
* **Knowledge Excise / Customs / Import-export Procedures**.

Strengths

* Capable of working under any circumstances.
* Proactive and result oriented throughout the academic career.

Personal Details

**Father’s Name : Mr. Kirpal Singh**

**Mother’s Name : Mrs. Omvati Devi**

**Marital Status : Unmarried**

**Hobbies : Cooking, Net surfing, Travelling.**

**DECLARTION**

I am confident of my ability to work in a team. I hereby declare that the information furnished

Above is true to the best of my knowledge.

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