**Vineet**

Finance Professional



Jalandhar Punjab



[Vineet.371989@2freemail.com](mailto:Vineet.371989@2freemail.com)

Financial Skills

|  |  |  |
| --- | --- | --- |
| Regulatory | Personality Guidelines | Leads Tracking & |
| Compliance | Adherence | Closure |
| Audit | TAT Management | Transaction Processing |
| Complaint | Customer Service | Recruitment |
| Management | Target Achievement | Business Generation |
| Risk Management |  | Annual Performance |
| Internal Process |  | Review |
| Adherence |  |  |



core Competencies

Audit  Ragulatory Compliance



Risk Management



Operational Analysis



Decision Making



Internal Process Adherence



Summary

**Accomplished banker and portfolio expert** with over 20 years of progressiveexperience in the finance sector. Possesses great skill in the areas of Customer Service, Audit & Compliance, Business Generation and Team Management. Adept at working to efficiently achieve organizational goals in both group and independent environments. Proven ability to thrive in high-pressure environments. Personable with a client-focused demeanor.

**YES BANK LTD**



2011-06 - Present



**INDUSIND BANK LTD**

2011-02 - 2011-06



**KOTAK MAHINDRA**

professional Experience



**Cluster Service Delivery Leader, AVP**

Responsible for regulatory Compliance across 10 branches in the cluster.



Foster solid relationships with customers and develop a positive working rapport. Guide the team in fueling new business by effective cross-selling of all bank products.



Recruitment of Tellers and Operation Managers against the budgeted head count. Analyse the operational efficiency and business performance of team during monthly visits in the branches.



Target achievement in terms of MTB customers and revenue generation.



**Manager Customer Service & Operations, Manager**

Core responsibility was to ensure smooth operations in the branch. Heading a team of 4 people.



Maintain the highest levels of customer service, managing internal and external audit, business lead generation and error free processing of financial and non financial transactions with in the TAT.



Acquisition of new accounts and value deepening in existing accounts.Revenue generation through TPP.



Checking of morning and evening reports.



Monitoring and Reporting of Suspicious transactions pertaining to money laundering.



**Service Manager, Manager**

**BANK LTD.**

2009-10 - 2010-11



**HDFC BANK LTD**

2006-01 - 2009-10



**CAPITAL LOCAL AREA BANK LTD**

2005-08 - 2005-12



**THE CITIZENS URBAN**

**COOP BANK LTD**

1997-02 - 2005-07

Core responsibility was to ensure smooth operations in the branch. Heading a team of 3 people.



Maintain the highest levels of customer service, managing internal and external audit, business lead generation and error free processing of financial and non financial transactions with in the TAT.



Acquisition of new accounts and value deepening in existing accounts. Revenue generation through TPP.



Checking of morning and evening reports.



Monitoring and Reporting of Suspicious transactions pertaining to money laundering.



**Personal Banker Authoriser**

Core responsibility was to ensure smooth operations in the branch. Heading a team of 5 people including sales team.



Maintain the highest levels of customer service, managing internal and external audit, business lead generation and error free processing of financial and non financial transactions with in the TAT.



Acquisition of new accounts and value deepening in existing accounts.Revenue generation through TPP.



Checking of morning and evening reports.



Monitoring and Reporting of Suspicious transactions pertaining to money laundering.



**Senior Executive**

Authorisation of financial and non financial transactions.



Joint custodian of cash vault.



Heading a team of 4 executives including 1 teller and 3 non cash tellers. Responsible for internal and external audit and driving the team for business generation.



**CLERK CUM CASHIER**

Worked as a teller and non cash teller.



Custodian of cash vault.



Handled clearing operations.



First touch point for the customer requesting for statement issuance, passbook updation, fixed deposit booking.



Responsible for voucher posting and completion of summary book at the day end.



**Guru Nanak Dev**



**University**

1992-08 - 1995-03

Education



**B.Sc Economics**

Completed my graduation with Major Subjects :

Computer Application

Economics



Quantitative Techniques



TECHNOLOGY SKILLS

Microsoft Word



Microsoft Excel



Microsoft Access



Microsoft PowerPoint

