P R A S H A N T H

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*Mobile:0504753686*

# OBJECTIVE

*To work with an organization where I can secure ample opportunities to exhibit my known skills and personally enthusiastic to expand my knowledge base in the pursuit of stretched goals and their achievements.*

# EXPERIENCE

***July '2019 to Feb 2020.***

# Designation: Teller(Assistant Managr) Department: Operation's

***Responsibilities***

* *Cash handling*
* *Processing NEFT,RTGS & Payment receipts.*
* *Issuance of DD's & MC's.*
* *Taking care of Inward remmittance & outward remmittance.*
* *Foreign currency buying & selling.*
* *Forex card's load,reload & encashment's.*
* *Customer queries handling.*
* *Generating reports & filing.*
* *Comlpetion work with in TAT*
* *Day end process.*

# Jun'2018 – July 2019.

***Wall Street Finance Ltd***

# Designation : Executive - Operations Department : Foreign Exchange

***Responsibilities***

* *Responsible for foreign exchange operational activities for all three segments (Retail / Wholesale / Corporates)*
* *Co-ordinating with corporates and ensuring timely service*
* *Follow up with corporates for payments*
* *Internal co-ordinations with accounts , treasury to get accurate report of payments received and outstandings.*
* *Verification of bills before issuing commission cheques to vendors*
* *Generating stock reports and request for indent as and when stocks required in branch.*
* *Relationship Management with corporates and FFMC's*
* *Ensuring all the KYCs collected for all kind of transactions.*
* *Providing training to other branches as and when required as per changing norms of company and RBI.*
* *Reverting to HO queries and Audit on monthly basis.*

# Feb'2017- Jun'2018

***TC Forex Services Ltd.***

# Designation : Customer Service Executive - Handling TCS Implant Department : Foreign Exchange

***Responsibilities***

* *Ensure highest levels of customer service in every transaction*
* *Driving Corporate Forex PrePaid Cards to increase back end revenues*
* *Relationship Management with Key Clients of the implant*
* *Maintain transactional documents as per internal / external guidelines*
* *Responsible for punching and verifying bills of transactions of the implant*
* *To play an active role in moving from a Currency based payment environment to a card- based one.*
* *To record and document accounting entries in relation to payments processed..*

# Feb’16- Feb’17 UAE EXCHANGE & FINANCIAL SERVICES LTD

***Designation : BDO (Business Development Officer) Department : Foreign Exchange***

***Responsibilities***

* *Purchase and Sales of Currency / Cards for retail and corporates*
* *Handling both Operations and Service*
* *Processing remittance as per RBI guideliness*
* *Maintaining KYC 's of all the transactions perfectly*
* *Co-ordinating with the internal accounts team and follow up of payments.*
* *Handling agents and ensure they receive commissions on time.*

# Oct '13 to June '15 MUTHOOT FINCORP LTD

***Designation: CSE (Customer Service Executive) Department: Gold Loans***

# Responsibilities

* *Handling foot falls of the branch*
* *Knowing the requirements and providing services*
* *Handling the collections part of interest on gold loans.*
* *Maintaining records of the same in MIS / Registers both*
* *Handling all the activities of the branch from cashiering to gold loan appraisals*
* *Checking the purity of gold*
* *Follow up customers for interest payment & part payment.*
* *NPA cases follow up.*

# Dec '2010 to Dec' 2011 HDFC BANK LTD

***Designation: Sales Executive Department: Retail Liabilities***

# Responsibilities

* *Opening of Current and Savings account*
* *Selling insurance products*
* *Marketing of the bank products*
* *Reporting to branch head on daily basis*

***EDUCATIONAL QUALIFICATION***

*MASTERS IN BUSINESS ADMINISTRATION (MBA) : 2008 to 2010 from Osmania University Bachelor Of Arts (BA) : 2005 to 2008 from Osmania University*

*Intermediate : (CEC) 2003 to 2005 from Board Of Intermediate Eeducation SSC : 2002 to 2003 fro m Kakatiya High School*

***PERSONAL STRENGTHS***

*Determination, Perseverance & Positive attitude, can challenge the tasks within the time frame*

*Team player with strong understanding with attention to details, Strong analytical and computer skills*

***TECHNICAL SKILS***

***MS WINDOWS & MS OFFICE***

# PERSONAL FACT FILE

DOB 09/05/1988

Marital Status: Married

Languages known: English, Hindi & Telugu

I HERE BY DECLARE THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

# Date:

***Place: (PRASHANT)***