JAYESH SANTOSH BANKAR

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# PROFILE SUMMARY

* Offering over 3.8 years of experience as **EXECUTIVE ATM OFFICER / JUNIOR OFFICER / ASSOCIATE / OPERATION** Possess extensive knowledge in providing excellent customer service to improve business performance and ensure customer satisfaction
* Plays an active role in administration of all the departments
* Experience in preparing reports and managing complete backend activities smoothly
* Experience in assisting and supporting day to day operations for the organization
* Experience in analyzing customer requirement and ensure product meet customer requirements appropriately
* Possess motivational management style with a record of being able to deliver positive results independently & under pressure

# CAREER OBJECTIVE:

I am looking ahead to work in a professional, growth oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and lead a team successfully.

# STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

# EDUCATION BACKGROUND:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course / Degree** | **Institute / Board** | **Year of Passing** | **Grade** |
| B.Com | University Of Mumbai | 2020 | I |
| H.S.C | Maharashtra State Board | 2017 | II |
| S.S.C | Maharashtra State Board | 2015 | III |

**EXTRA QUALIFICATIONS**

* Completed Bachelor Of Commerce (M.D.College) from Mumbai
* Completed successfully MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet Tally Erp 9)

# EXPERIENCE

* + Working as “**Canfin Homes LTD, Junior Officer**’’ at **Mumbai** from March 2021 to Nov 2021.

# Branch Site: Canfin Homes LTD. Key Responsibilities

* + - Attending to the customers, documentation, scanning.
    - Documents, data entry operations in the computer.
    - Marketing of Housing Loans, making phone calls.
    - To customer for business/recoveries.
    - Undertaking recovery visits etc.
    - Resolving the customers & Bank queries regarding the Housing Finance.
    - Providing complete assistance to customers .
    - To take the meeting of the team and process update.
  + Worked as “**Secure Value LTD, Executive ATM Officer”** at **QUEES**, **Mumbai** from Jun 2020 to Jan 2021.

# Key Responsibilities

* + - Responsible For Day to Day.
    - Responsible For Resources Management Of Hub For Driver, Gunmen & Custodian.
    - Responsible To Plan & Perform The Operations As Per The Tasks Assigned By The Managers In Line With The Client.
    - Responsible To Ensure The Timely Withdraw/Collection And Loading/Depositing On The Same Day As.
    - Responsible To Plan, Administer, Monitor & Perform The Operation In Line With The Agreed SLA.
    - Coordination With Custodians, Call Centre And MSPs For FLM Calls, Consumables, Logging.
    - Responsible To Handle & Sort The Escalation On Operation Requirements.
    - Responsible To Carry Out The Surprise Audits To Ensure The Adherence Of Laid Down Process By The Team.
    - Responsible To Ensure The Hassle Free Operation By Administering The Requirements To Be Available At The Time.
    - Maintain The Data Of OT Of ATM Crew And Take Necessary Action To Reduce The Same.
    - Roster Preparation Of Crew As Per Route Dispatch Time.
    - Maintain The Hardcopy Of Take Over & Handover Of ATMs And Loading Indent Of ATMs.
    - Responsible To Adhere The All Procedures To Avoid Cash Loads During The Operations.
    - Follow Up With Vault Officer Bank Officials On Issuance Of Cash To Custodian For ATMs Replenishment.
    - Responsible To Brief The Team On Assigned Tasks To Perform, Of ATM Operation.
    - Any Task Assigned By Management.
  + Worked as “**GENIUS COUNSULTANTS PVT LTD”, ASSOCIATE”** at **TCS**, **Mumbai** from Dec 2021 to Nov 2023

# Key Responsibilities

* + - Data Entry Work & Candidates Calls Schedule The Interview Fill Up The Excel Sheet.
    - TCS Software Work, Fresh Checks & Duplicate Checks Work, Candidates Summary Report.
    - Hire The Right Employees And Process.
    - Conduct Disciplinary Action All The Days.
    - Update Policy Maintain Records, conduct Benefits Analysis.
    - Employee Data Management & Payroll.
    - Benefits And Compensation Administration.
    - Global Mobility.
    - Regulatory Compliance, HR Service Delivery.
    - Personalized Insights, Real Time Dashboard Data Trends.
    - HR Reporting Analysis, Survey And Continuous Feedback Design.
    - Organization Network Analysis, Integration Conversion And Testing.
    - Follow Up With Vendor Management Teams.
    - Manage Organization Company Culture.
    - Keep Track Employee Performance & Fill Up Data In Excel.
    - Manage Training And Development Initiative.
    - Create Safe And Inclusive Work Environment.
    - Navigation Remote Hiring, Handle The Candidates Schedule.
    - HR Managers And Directors Are Essential To Organizations.
    - Reports Organization Values And Objectives.
  + Worked as “**VIAANTE Business Solution PVT LTD ”, OPERATION”** at **Mumbai** from Dec 2023 to March 2024

# Key Responsibilities

* + - Ensure accurate invoicing of products in accordance with Company SOPs and regulatory requirements.
    - Prepare daily reports and share data/documents with the Accounts teams.
    - Resolve any queries or observations from the Accounts team promptly.
    - Conduct Disciplinary Action All The Days.
    - Post transaction entries in check narration and edits, conduct Benefits Analysis.
    - Use Tally to make bills, e-invoice, e-way bill etc.
    - Co-ordinate with different USA client email services and using teams software.
    - Planning and management daily basis.
    - Regulatory Compliance, goals and developing strategies.
    - Personalized Insights, Contacting potential and client on the phone, by email, and in team.
    - Managing the process through specific software programs.
    - Meeting daily, weekly, and monthly reports.
    - Follow Up With Clients Management Teams.
    - Manage Organization Follow up with the client for bills, invoices.
    - Keep Track Performance & Fill Up Data In Excel.
    - Manage meeting And Initiative.
    - Reports Clients Values And Objectives.
  + Worked as “**Vijay Sales PVT LTD ”, EXECUTIVE”** at **Mumbai** from March 2024 to Till Date

# Key Responsibilities

* + - Handle all cash transactions with customers.
    - Prepare daily reports and share data/documents with the Accounts teams.
    - Maintain and update manual Bill Details, card transaction and Gift Voucher Details for audit Purpose on a daily basis.
    - Conduct Disciplinary Action All The Days.
    - Well versed with batch closing, cash tallying and card transactions.
    - Use Tally to make bills, e-invoice, e-way bill etc.
    - Timely submission of MIS to seniors whenever needed.
    - Planning and management daily basis.
    - Regulatory Compliance, goals and developing strategies.
    - Personalized Insights, Contacting potential and client on the phone, by email, and in team.
    - Keep reports of transactions.
    - Pleasantly deal with customers to ensure satisfaction.
    - Follow Up With Clients Management Teams.
    - Manage Organization Follow up with the client for bills, invoices.
    - Keep Track Performance & Fill Up Data In Excel.
    - Manage meeting And Initiative.

# COMPETENCIES

* + Quick learner & adapts well to changes and pressure in work place
  + Managing relationships & working efficiently with diverse groups of people
  + Committed to meeting deadlines and schedules
  + Leadership skills to lead projects & handle work independently

# LANGUAGES KNOWN

English, Hindi, Marathi (Speak, Read, Write)

# HOBBIES

Treking & Listening Music

# DATE OF BIRTH

28th July 1999

# InREFERENCE

Available on request

# DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge. Mumbai