

RESUME

GAYATRI SONAWANE

Email: gayatri_7977@yahoo.com

Mobile: +91 8087825527

CAREER OBJECTIVE

I desire to take up the challenges, possibilities and dynamic environment in the face of growing commercialization and specialization. I am open for learning new skills, development and can adapt to changes in environment quickly.

SKILLS SUMMARY

Associated with Retail Banking & Corporate Banking since the last three years. Expertise in handling wide range of assignment involved in corporate banking operation, Branch banking Operation & worked as Assistant Manager with ICICI Bank Ltd. Handling different assignments in Retail asset operation, Liability operation, Customer relationship management.

WORK EXPERIENCE: -

1. 10th June 2019 – Till date: - ICICI Bank Ltd.

Join at Chandiwali Studio Branch, Mumbai on roll of **Corporate Salary Relationship Manager** as a Designation - **Assistant Manager**. Then transfer to **Amber Plaza Branch Ahmednagar** on roll of **Relationship Manager**.

Job Profiles: -

Handled the above operations as a Relationship Manager & involved in following operations activities.

- Conducting KYC and analysis of Corporate Accounts, Saving Account, Current Account, HUF Account.
- Cust Id Opening of Corporate Accounts.
- Account Opening –Loan, Saving, Current Account, NRI Accounts, Minor Account, Gov. Scheme Account (NPS, Sukanya), PPF Accounts, Cash Credit Accounts.
- Lead generated for loan account – Personal loan, Home Loan, Auto Loan, Commercial Vehicles loan, loan against gold.
- Ensure complete KYC documentation with adherence to KYC standards & timely disburse the loan.
- Servicing the client for Retail Asset products like Personal loan, Home Loan, Auto Loan, Commercial Vehicles loan, loan against gold.
- Timely processing of transactions & tracking suspicious transactions of customer.
- Handling Fixed Deposit Section & giving information about ROI, Tenure to client & also fill up 15G/15H from customer.
- Ensure compliance with the KYC policies and procedures of the Bank as stipulated from time to time
- To provide quick response to customer queries & gain customer confidence.
- Servicing the client for Retail Asset products like Personal loan, Home Loan, Auto Loan, Commercial Vehicles loan, loan against gold.
- Responsible for completion Quarterly E-TDS Statement & forwarding to Head office.
- Performing scrutiny of cheques, checking mutilation, crossing of cheque
- Ensuring presentment of cheque within banking hours & marking clearance in the system
- Update the financial reasons & technical reasons of returning of cheque.
- Provide Client Services- Pose Machine, Credit cards, Debit Cards, Account Statements, Loan Statements, Life Insurances, and General Insurances, SIP.

2. April 2018 – September 2018: - Thinktel Solution Pvt. Ltd. (UNICEF)

Worked at Mumbai as Relationship Manager on work profile F2F Fundraising, team co-ordination, coordinating with donors.

EDUCATIONAL QUALIFICATION:

- 2018-19: - Msc. Agri Business Management with 73.50 % marks at GICED, Mumbai in University of Mumbai, India.
- 2016-18: - Post Graduated Diploma in Agri Business Management with 64.80% marks at GICED, Mumbai in University of Mumbai, India.
- 2016-18: - BTech in Agriculture Biotechnology with 68.90% Marks at MGM College of Agriculture Biotechnology, Aurangabad in Vasant Rao Naik Marathwada Krushi University of Parbhani, India
- 2006-08:- HSC with 51.00% marks.
- 2005-06:- SSC with 69.70% marks.

INTERNSHIP DETAILS:

Company : ECO Agro Services, Nashik, India. From May 2017 to July 2017

- Studied the products of ECO Agro Services.
- Presented demos of product to selected target.
- Advancement of products and trend analysis in Nasik Areas.
- Researched on company's backdrop in sales of some products.

PROJECT DETAILS:

Company : Manas Enterprises Soil & Water Testing Laboratory, Aurangabad.

Project Name: Phytochemical analysis Antibacterial activity of tea Plant leaves against enteric pathogen.

- Tannins extraction from tea plant leaves.
- Phytochemical analysis.
- Sample collection from selected areas.
- Medical use of tea leaves

TECHNICAL SKILLS:

- Computer basic, Microsoft Office (Word, Excel, and Outlook), Well versed with internet.

PERSONAL DETAILS:

- **Name** : Gayatri Rangnath Sonawane
- **Perment Address** : Plot No 10, Anand Sagar Nagar, New Baroda Bank Colony Soyagaon, Malegaon-423203, Nasik.
- **Present Address** : Room No 69 ,Savitribai Phule Girls Hostel, Mumbai University, Kalina Campus, Vidyanagari, Santacruz East, Mumbai-400098. Maharashtra.
- **Date of Birth** : 13/04/1993
- **Gender** : Female
- **Marital Status** : Married
- **Languages Known** : English,Hindi,Marathi,Urdu
- **Nationality** : Indian
- **Religion** : Hindu.

DECLARATION:

I solemnly declare that the above information provided is true to the best of my knowledge and belief.

Place- ICICI Bank Ltd. Amber Plaza, Ahmednagar

Date: -

(Gayatri Rangnath Sonawane)