**RAHUL ARUNRAO DESHMUKH.**

Email Id:- rd435139@gmail.com

Contact No :- 9579409800 / 8421434627

**Objective:-**

1. To create a niche for myself by working with diligence & supplementing my efforts by helping my organization where I will work to reach the pinnacle.
2. To take an initiative, share knowledge, & thus help in building a symbiotic relation with the organization where I will work.
3. Challenging opportunities to leverage my communication & financial skills in a dynamic global environment to achieve higher organization & individual success.

Work Experience:-

**“HDFC Bank Ltd” (Currently working):-**

**TELLER (Assistant Manager):- (**28nd  SEP 2018 to till Date**)**

* Handling customer queries- Cash, Clearing, Remittance etc.
* Processing of transfer cheques, Demand Drafts & Pay orders etc.
* Prepare STR reports (Suspicious Transaction Reports)..
* Debit card PIN & I-connect PIN Issuance.
* Record Maintenance- Inward & outward
* Handling of clearing Activities.
* Handling the cash keys and joint custodian of cash.
* Properly tallying the cash within the time frame & ensuring the same to be deposited back in vault in time.
* Manage the cash holding within the retention limit and maintaining the cash as per clean note policy.
* Monthly tallying of FORM 60/61 data & submission to income tax department on half yearly basis.
* Maintained Rs. 10 lakh and above cash transaction register on daily basis.
* Custodian of security inventory (Chequebooks, DD, PO, TCDC)
* Responsible for monitoring all office accounts and ensuring their timely reconciliation.
* Follow-up of debit and zero balance accounts in SB/CA and activation or closure of the same after receipt of authorization.
* Deepening of SB/CA for mapped database by monitoring erosion of balance and continuous follow ups.
* Processing of expenditure bills and submission of PRF to cap hub and follow ups for early adjustment.
* Custodian of debit card pins, Internet banking pins, and tele-banking pins.
* Ensuring timely EOD of branch on daily basis.
* Handling of cash department- Vault Management, Receipt & payment, Detection of fraud notes etc.
* Record Maintenance- Vault, Cash balance, Petty cash, Stock, High Value deposits & withdrawals,

ACADEMIC QUALIFICATION:

* **“Master Of commerce”** DR Babsaheb Ambedkar Marathwada University Aurangabad First class.
* **“B.Com”** BabsahebAmbedkarMarathwada University Aurangabad First Class.
* Completed **12thStd** (ART) from Vinayakrao patil College Vaijapur First Class.
* Completed**10thStd** With second class.

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| **Technical Skill :-** * MS-CIT PASS IN First Class
* Tally ERP 9 Pass in First Class
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| **Work Experience:--**1. Junior Office:- Dec2014 to Sep 2018

Whole Sale Banking Operation ( Inward / outward clearing, account opening process and form Audit, KGC, PL, BL, TW, FW, file Login and Disbursement , RTGS / NEFT, FUND Transfer, CMS Cash process  |
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**Personal Details:-**

 **Name:-** RAHUL ARUNRAO DESHMUKH

 **DOB:-**  09/05/1992

 **Marital Status:-**  Married

 **Blood Group :-** B+

 **Permanent Address:-**  Renuka Nagar, Yeola Road Vaijapur

 Dist Aurangabad-423701

 **Contact No:-** 9579409800 / 8421434627

 **Email Id:-** rd435139@gmail.com

I hereby declare that the above stated information is true and correct up to the best of my knowledge and belief.

Date: Yours Sincerely,

Place: VAIJAPUR (**RAHUL ARUNRAO DESHMUKH**.)