

MADASU SURENDAR
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Address: .H NO:5_2/2Near sathavana university,Rekurthy,Vijaypuri colony,
karimnagar-505001

Career Objective

To be part of a challenging environment that gives opportunity to hone my learning in financial Services which in turn allows me to contribute to the organization, to the fullest of my potential.

Profile

- ✓ Diverse experience in cash transactions handling receipts and payments cross selling products and branch administration. Processing of kyc updations
 - ✓ Good Expertise in selling bank cross sell products.
 - ✓ Excellent understanding of banking procedures and activities.
 - ✓ Hands-on experience in Finware and flexcube Banking Software.
 - ✓ processing retail banking transctions and gold loan operations
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Technical Skills

- ✓ Finware & flexicube Banking Software ✓ Finacle
 - ✓ Windows Operating Systems XP
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Work Experience

Worked for ICICI BANK LTD as junior officer (June 2010 to April 2011).

- ✓ Account Opening and Maintenance
 - ✓ Cold Calling and Selling various Financial products like SB account,Current accounts,Fixed deposits,General Insurance and Life insurance to customers according to their requirements.
- Generating leads through references and relationship with customers
- ✓ Form processing
 - ✓ Processing of kyc updations in Banking records
 - ✓ Cheking the kyc Docs With online portal services
 - ✓ Analysing the kyc of the financial transctions above the prescribed limit and making Updations

Work Experience

Assistant Manager,HDFC BANK LTD at Gadwal & Ramagundam,Telangana(April 2011 to NOV2014)

Job Description(Welcome desk &Teller)

- ✓ KYC and AML perodic updations
- ✓ Clearing
- ✓ Cash receipts and Payments

- ✓ Executing Fund transfer & RTGS/NEFTS
- ✓ Expense processing
- ✓ Corporate Salaries uploads
- ✓ Query resolutions
- ✓ Deliverables management, Back up Front desk officer

Specific Tasks:

CLEARING:

- ✓ Lodgment of outward clearing cheques and participate in clearing house.
- ✓ Ensuring error free processing of inward clearing operations.
- ✓ Processing of dividend warrants, disbursements & other payment services offered by the Bank to its clients. Process outstation cheque collections, co-ordinate with payee Banks for timely realization of the cheques.

ATM:

- ✓ ATM Custodian - Cash Replenishment, Ensure least down time & rectification of faults on priority basis. Reconciliation ATM cash with GL, Switch and ATM-Reco System.

TELLER: Served as a Teller in operations.

- ✓ Ensured precision and accuracy in teller responsibilities.
- ✓ Error free maintenance of corresponding cash registers.

Other Responsibilities:

- ✓ Achieve assigned cross sale targets; generate income to the branch and contribute towards overall profitability of the branch.
- ✓ Acquiring new customers and cross selling various products to existing customers, there by deepening their relationship with the bank.
- ✓ Team handling.

Accomplishments

- ✓ "Outstanding Achiever" under "Annual Performance Management" in HDFC Bank Ltd., for two consecutive years.
- ✓ Received Special Rewards, for performance and excellence in the area of life insurance.
- ✓ Successful implementation of **Five S** in coordination with other team members.
- ✓ Appreciation from Senior Management for the active involvement in cross sell business of the branch that includes life insurance, general insurance, mutual funds and other third-party products of the bank.

**Work
Exprience**

Branch Operations Manager, AXIS BANK LTD, Karimnagar ,(Nov 2014 to 28th Jan 2020)

- ✓ "Authoriser of Cash payments and receipts of Teller enteries

- ✓ Responsible for handling savings & current A/c servicing facilitating the customers with the alternate channels of banking.
- ✓ Responsible for training and managing the colleagues of the branch in terms of specific specialised areas of servicing where sensitivity towards customers is required such as Death claims, loss of funds due to various reasons.
- ✓ To handle the Forex operations at the branch for all leading IT companies and of all the corporate including the FX-Online Deal booking which includes their reloads, refunds, and Currency Settlements
- ✓ First person responsible for 5s, AML alerts Audit parameters in terms of documentation and key servicing areas like corporate internet banking, account portability and basic trade services.
- ✓ Involved in designing and planning the work carrying out quality inspections.
- ✓ Responsible for developing strategies to improve overall reliability, safety, product & processes.
- ✓ Responsible for creating awareness among the customers of the products available.
- ✓ Responsible for cross selling fee products including gold, mutual funds, Life insurance, General insurance and asset products which includes credit cards, personal loan, home loans, auto loans, mortgage products matching the need of the customers.
- ✓ Interact with customers for all their banking related needs.
- ✓ Understand customer requirements and provide solutions.
- ✓ Ensure the regulatory, compliance requirements are fulfilled.
- ✓ Upselling, Cross Selling and providing superior customer service.
- ✓ Handling Retail Foreign exchange transactions.
- ✓ Custodian for Cash and Secure stationary of Branch
- ✓ Monitoring customer accounts and reply to cosmos alerts within TAT
- ✓ Custodians for Lockers and Updation of all registers on daily basis
- ✓ Monitoring of team and regular checkup for updation of instructions and registers.
- ✓ Voucher bundling and updation of Online reports
- ✓ Updation of STR8 and STR9.

- ✓ **Master of Science(Biotechnology)Deemed university -2006 to 2008.**
- ✓ **Bachelors of Science,Kakatiya university ,Mancherial-2003-2006.**
- ✓ **Intermedaite from Chaitanya junior college,Mancherial-2001-2003.**
- ✓ **SSC from Oxford creativity EM school,Naspur-2000-2001.**

- ✓ Father's Name : Madasu Rajaiah
- ✓ Mother's Name : Madasu Sammakka
- My Details : Madasu Surendar
- ✓ Date of Birth : 23 Nov 1985
- ✓ Gender : Male
- ✓ Nationality : Indian
- ✓ Languages known : English, Hindi & Telugu

Academics & personal profile

- ✓ Marital status : Married
- ✓ Hobbies : Listening to music & love traveling

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

Madasu Surendar
