**EKTA PARCHANI**

***Address****:*501, Konark residency, Building no-4-Jasmine, Opp Shahad railway station,

 Ulhasnagar-421001

***Mobile****:* 8446998110

***E-mail****:* ektaparchani92@gmail.com

***To leverage my potential and core competencies towards the opportunities and challenges that beckons me towards success.***

**PROFESSIONAL STRENGTH**

* Achievement oriented with an ability to manage change with ease
* Innovative, Positive attitude, enthusiastic, proactive and assertive
* Self-discipline and professionalism are also one of my qualities
* Focus and helps seniors in improvising and value adding in the existing process

 ***ACHIEVEMENTS***

* *Regional contest winner for outstanding performance in disbursement of highest loan in the month of March 2022*
* *Zonal contest winner in jewel loan contest for the month of February 2022*
* *Certificate for outstanding performance on Zonal level for gold loan disbursement. (ICICI Bank Ltd)*
* *Certification for outstanding performance- Zonal head elite club for highest general insurance premium.(ICICI Bank Ltd)*
* *Certificate of Appreciation for highest disbursement of assets files (ICICI Bank LTD)*
* *Star Service Excellence Award in 2019 for back to back 3 months for cross sell of all core products (HDFC Bank Ltd)*
* *Performer of the month in September 2017 for superlative performance (Yes Bank Ltd)*

**PROFESSIONAL EXPERIENCE**

**Kotak Mahindra Bank Ltd (October-2023 to present)**

* Responsible for verification and processing of transaction.
* Handle HNI client of branch.
* Responsible for Audit and Compliance of branch
* Team handling and get work and business done from respective team.
* Taking care audit part of branch (Internal / external / SOX audit)
* Focus and helps seniors in improvising and value adding in the existing process
* Self-assessment, Operational risk reporting,

**ICICI Bank Limited-Deputy Branch Manager (October-2019 to September-2023)**

* Ensure KYC adherence as per laid down policy of RBI
* Work on Branch Book Growth.
* Handling account opening, instructions and daily operational work.
* Responsible for cross sell and potential revenue.
* Deposition of Property Documents (For Mortgage Segment) - Ensure that all property Documents are accepted as per Defined process and requisites.

 **HDFC Bank Limited- Assistant Manager (January-2018 to September-2019)**

 Welcome Desk & Teller-Retail Branch Banking-Privilege Banker

* Responsible for processing transaction and Handling locker
* Converting every walk in customer into potential revenue resource
* Handling account opening, instructions and daily operational work.
* Handling service part of the branch. Also takes care of cross sell.
* Engage new corporate relationship as well as retail relationship.
* Responsible for Audit handling and reporting.
* Responsible to maintain monthly FTR.

**Yes Bank Limited**

**Retail Branch Banking (December-2016 to December-2017)**

***Branch service partner (Officer)***

* Handling process of forms of account opening within TAT & customer service instruction
* Meeting with product teams for TAT & other issues pertains to respective product program
* Monitoring & comply of RBI guidelines pertains to branch banking products
* Cross selling of branch banking prod’s i.e. CASA / FD / Credit card & card & another asset related prod’s etc.
* Complete & Faster resolution on customer query without involve senior
* Discussing with seniors on process improvement at branch level which leads to cost deduction
* Manage certain concern at branch level absence of branch manager
* Ability to handle high level escalation matters & query / complaints raised by customer
* Aggression & dedication towards customer concern till closure.

**The Nav Jeevan Co-op bank ltd ( Dec-2014 to Dec-2016)**

**Clerk and Loans & advances Officer (Retail assets)**

* Checking KYC & financial / income documents as per loan eligibility of customer
* Checking CIBIL & internal checks for further sanction of facility
* Disbursement process for LIC & ODFD exposure
* Checking legal deed of customer prior sanction of facility
* Working towards being Customer centric for Mortgages & Retail assets
* Deposition of Property Documents (For Mortgage Segment) - Ensure that all property Documents are accepted as per Defined process and requisites
* Handling daily activities relating to banking process
* Various Account opening process, like Savings, Current, Overdraft
* Other daily activities include Transfers, Cash cheques, outward clearing, ECS clearing; Pay order, Demand draft, Daily deposit, fixed deposit, NEFT & RTGS etc.
* Ability of follow ups & ensure closure of the actionable that has been assigned without reminders from seniors

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| EDUCATIONAL QUALIFICATIONS |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr No** | **Degree** | **Marks Obtained %** | **Institution** | **Year of passing** |
| 1 | B. Com | 75% | University of Mumbai | 2012-13 |
| 2 | H.S.C | 55% | Maharashtra State Board | 2009-10 |
| 3 | S.S.C | 78% | Maharashtra State Board | 2007-08 |

*Computer Proficiency*

* MS-Office – Word, Excel, Power Point, Paintbrush, Internet.

Personal Details

Date of Birth October 14, 1992

Language Known Hindi, English, Sindhi And Marathi

Hobbies Listening Music

Marital Status Single