

Amit Sanadhya

CONTACT

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EDUCATION

- Post Graduation
Diploma in Banking,
ICICI Bank, 2013
- B.Sc., Mohan Lal
Sukhadia University,
Udaipur
- Certificate in Software
Testing – IRDA

Skills

- Client handling
- Team Oversight
- Project management
- Operations
Management
- Microsoft Office
- Market research

With a decade of dedicated experience in banking operations, I bring a seasoned understanding of efficient customer service. My track record includes optimizing workflows, ensuring regulatory adherence, and Proficient in utilizing advanced banking technologies, I have a knack for simplifying complex tasks and my leadership has cultivated cohesive teams, fostering growth and goal achievement. Ready to level up in a dynamic banking environment

PROFESSIONAL EXPERIENCE

PMS & AIF Operation Manager, Step trade Share Services Private Limited

Duration: 03/2024 – Current (Ahmedabad)

- Oversee the daily operations of PMS and AIF within the BFSI sector.
- Ensure compliance with regulatory requirements and company policies.
- Coordinate with fund managers, custodians, and other stakeholders.
- Manage client onboarding and documentation processes.
- Monitor fund performance and generate regular reports.

Service Relationship Manager, HDFC Bank

Duration: 05/2023 - 03/2024 (Nathdwara)

- Building and Maintaining Client Relationships Relationship managers are tasked with establishing and fostering strong relationships with clients.
- Client Acquisition and Business Development.
- Providing Investment Advice and Solutions.
- Cross-selling and Product Promotion.
- Transaction Execution and Deal Management.

Account Management Services, Baroda Global Shared Services

Duration: 01/2018 - 01/2023 (Gift City ,Gandhinagar)

- Input and maintenance of client data in the bank's systems
- Implement regulatory changes as mandated by circulars issued by RBI / SEBI, depositories and other regulatory bodies
- Daily Mis preparing
- Accounts opening process like Saving,Current,Government accounts,Nri and Nro.
- Ensure accuracy, completeness, and timely processing of documents and forms

Associate, Adarsh Credit Co-operative Society Limited

Duration: 11/2014 - 02/2018 (Ahmedabad)

- Verification of kyc document for various type of account
- Handling customer query related account
- Handling team member problem & co-ordinate senior manager
- Preparing MIS report related account.

Customer Service Officer, ICICI Bank

Duration: 09/2013 - 09/2014 (Ajmer)

- Monitored each and every transaction of Customers
- Managed and investigated AML alerts
- CASA, FD, Insurance & Investments and also providing services to existing customers
- Coordinated and collected client specific information & KYC document for on-boarding of new clients
- Analysed competitors' clients; their needs and behaviours
- developed value added proposal and attracted them to ICICI Bank