



Pallav Singla



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WORK EXPERIENCE

ASTT. MANAGER AXIS BANK

03/2018 – Present

MALERKOTLA

Key Responsibility Area: Handling CTS Clearing . Handling Forex transactions , Responsible For Cash Management , OSC Cheques . Introducing Clients To Usage Of Alternate Banking Channels-Net Banking, Cash Management Services , Door Services Etc.

ROLE

- CUSTOMER SERVICE OFFICER

FIELD INVESTIGATOR

NATIONAL SAMPLE SURVEY OF INDIA(MOSPI)

2015 – 2016

CHANDIGARH

Key Responsibility Area Collate Competitor Data.Identify And Build Strategic Alliances With Various Agencies, Develop And Maintain The Company Data According To Objectives And Policies

JUNIOR ENGINEER

LARSEN AND TURBO (L&T)

2014 – 2015

CHANDIGARH

Focus On Referral Route Of Business o Risk Management-Compliance / Operational o Team Management

EDUCATION

INDIAN INSTITUTE OF MANAGEMENT -- IIM (RAIPUR)

EXECUTIVE PROGRAM IN ADVANCED CORPORATE FINANCE & RISK MANAGEMENT

2019 – 2019

POST GRADUATE DIPLOMA IN BANKING & FINANCE

AMITY UNIVERSITY

2017 – 2018

NOIDA

BTECH (CIVIL ENGINEERING)

REGIONAL INSTITUTE OF MANAGEMENT OF TECHNOLOGY

2010 – 2014

MANDIGOBINDGARH

PROFESSIONAL PROFILE

OPERATIONAL COMPLIANCE

CLIENT RELATIONSHIP MANAGEMENT

TEAM MANAGEMENT

FOREX

CLEARING

RETAIL BANKING

CERTIFICATES

NATIONAL INSTITUTE OF SECURITIES MARKETS
CERTIFIED IN MUTUAL FUND DISTRIBUTORS

NATIONAL INSTITUTE OF SECURITIES MARKETS
CERTIFIED IN DEPOSITORY OPERATIONS

INSURANCE INSTITUTE OF INDIA – SP CERTIFICATE

MEMBERSHIPS

MEMBER OF INDIAN INSTITUTE OF BANKING AND
FINANCE

LANGUAGES

ENGLISH



HINDI



PUNJABI



KEY RESPONSIBILITY AREA

HANDLING BIG SIZE CASA BRANCH CLEARING (INWARD +
OUTWARD) & CTS CLEARING

HANDLING FOREX TRANSACTIONS

RESPONSIBLE FOR CASH MANAGEMENT ENTRIES , OSC
CHEQUES

RISK MANAGEMENT –COMPLIANCE
/OPERATIONAL/CREDIT TO BE GIVEN FRAMEWORK
ACROSS TAT

PROFESSIONAL PROFILE

4+ YEARS OF EXPERIENCE IN TEAM MANAGEMENT, DATA ANALYSIS, COMPLIANCE, BUILD STRATEGIC ALLIANCES, CLIENT RELATION MANAGEMENT.



CAREER HIGHLIGHTS

AXIS BANK

MARCH18 - TILL DATE

DESIGNATION: ASST. MANAGER

KEY RESPONSIBILITY AREA:

- HANDLING **BIG SIZE CASA BRANCH CLEARING (INWARD + OUTWARD) & CTS CLEARING .**
- HANDLING **FOREX TRANSACTIONS (INWARD & OUTWARD REMITTANCES, MULTI CURRENCY CARDS)**
- RESPONSIBLE FOR **CASH MANAGEMENT ENTRIES , OSC CHEQUES .**
- HANDLING ENTRIES OF **PAYRO & AT PAR .**
- HANDLING CLEARING HOUSE AS BACKUP HELD IN BANK
- RESPONSIBLE FOR ALLOCATED PORTFOLIO PERFORMANCE(CASA)-RETENTION OF EXISTING BASE & GROWTH OF REVENUE.
- IDENTIFY OPPORTUNITIES FOR DEEPENING EXISTING CLIENT BASE
- ACQUIRE NEW TO BANK RELATIONSHIPS FROM THE TARGETED DIPLOMATIC VERTICAL
- INTRODUCING CLIENTS TO USAGE OF ALTERNATE BANKING CHANNELS-NET BANKING, CASH MANAGEMENT SERVICES , DOOR SERVICES ETC.
- MONITORING OF NEW ACCOUNT ACTIVATION, FUND FLOWS & INCREMENTAL GROWTH
- FOCUS ON REFERRAL ROUTE OF BUSINESS BY IDENTIFYING & DEVELOPING NEW STREAMS
- RISK MANAGEMENT –COMPLIANCE /OPERATIONAL/CREDIT TO BE GIVEN FRAMEWORK ACROSS TAT.

NATION SAMPLE SURVEY OF INDIA (MOSPI)

AUG 15 - JUNE16

DESIGNATION : FIELD INVESTIGATOR

KEY RESPONSIBILITY AREA

- COLLATE COMPETITOR DATA
- IDENTIFY AND BUILD STRATEGIC ALLIANCES WITH VARIOUS AGENCIES
- DEVELOP AND MAINTAIN THE COMPANY DATA ACCORDING TO OBJECTIVES AND POLICIES

LARSEN AND TURBO (L&T)

JAN 14 – JULY15

DESIGNATION : JUNIOR TRAINEE ENGINEER

KEY RESPONSIBILITY AREA

- FOCUS ON REFERRAL ROUTE OF BUSINESS
- RISK MANAGEMENT-COMPLIANCE / OPERATIONAL
- TEAM MANAGEMENT



EDUCATIONAL BACKGROUND

- **INDIAN INSTITUTE OF MANAGEMENT -- IIM (RAIPUR)** **2019**
EXECUTIVE PROGRAM IN ADVANCED CORPORATE FINANCE & RISK MANAGEMENT
- **POST GRADUATE DIPLOMA IN BANKING & FINANCE** **2018-19**
AMITY UNIVERSITY- NOIDA
- **BTECH (CIVIL ENGINEERING)** **2010-14**
REGIONAL INSTITUTE OF MANAGEMENT OF TECHNOLOGY- MANDIGOBINGARH



CERTIFICATION

- NATIONAL INSTITUTE OF SECURITIES MARKETS CERTIFIED IN **MUTUAL FUND DISTRIBUTORS**
- NATIONAL INSTITUTE OF SECURITIES MARKETS CERTIFIED IN **DEPOSITORY OPERATIONS**
- INSURANCE INSTITUTE OF INDIA – **SP CERTIFICATE**



MEMBERSHIP

- MEMBER OF INDIAN INSTITUTE OF BANKING AND FINANCE



SKILLS

QUICK LEARNER , STRESS TOLERANCE , DECISION MAKING SKILLS, CREATING A POSITIVE WORK ENVIRONMENT ,SELF MOTIVATED , PRIORITIZING TASKS , JUDGMENT , STRONG WORK ETHIC ,PUNCTUALITY , ANALYTICAL AND PROBLEM SOLVING SKILLS , ACCURACY , INTERPERSONAL SKILLS , TEAM WORK SKILLS.



DECLARATION



I HEREBY DECLARE THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE MENTIONED PARTICULARS.

PALLAV SINGLA