

 SURAJ SIDDHANT

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EXPERIENCE SUMMARY:

- Deputy Manager at State Bank of India with more than 3 years of experience in areas of Banking, Financial Services and Human Resource Management.
- Extensive experience in HR & Admin domain, precisely Employee Management, Recruitment & Onboarding process, Employee Lifecycle Management.
- Experience as a System Engineer (Quality Assurance) at Tata Consultancy Services Limited.

PROFESSIONAL EXPERIENCE:

STATE BANK OF INDIA	
Designation	Deputy Manager
Period	January' 2022 - Present
Roles & Responsibilities	HR Manager <ul style="list-style-type: none">✓ Employee Management, Onboarding & Allocation of employees to appropriate departments, Leave Management, Resignation, etc.✓ Employee Performance Evaluation and Appraisal, Learning & Development.✓ Employee Benefits, Grievances and other related matters.
Location	Angul, Odisha
Designation	Assistant Manager
Period	January' 2020 – December' 2021
Roles & Responsibilities	<ul style="list-style-type: none">✓ General Banking, Digital Banking, Government Business & Financial Inclusion, Credit Growth, Monitoring & Recovery, New and Qualitative Business Accusation & Retention.✓ Office Administration and Co-ordination, Employee Management, Presentation of Performance Data to Top Management.
Location	Bhubaneswar, Odisha
Designation	Associate
Period	December' 2018 – December' 2019
Roles & Responsibilities	Customer Associate (Support & Sales) <ul style="list-style-type: none">✓ Onboarding of New Customer, Advising Customer of Appropriate Banking Products, Financial Inclusion.✓ Resolving Customer Complaints, Enhancing Customer Satisfaction and Customer Retention.
Location	Chandpur, Odisha

TATA CONSULTANCY SERVICES LIMITED	
Designation	System Engineer
Period	June' 2014 – May' 2015
Client	Morgan Stanley Smith Barney, New York, USA
Roles & Responsibilities	Quality Assurance Tester <ul style="list-style-type: none"> ✓ Understanding the functional requirements of Projects & Releases. ✓ Performing weekly & monthly testing for various Core Processing Applications under Morgan Stanley Wealth Management Group. ✓ Reporting defects involving program functionality, output, online screen and content to software developers. ✓ Designing and maintaining Test Plan, Strategy document & Completion reports.
Location	TCS - Bhubaneswar, Odisha

CERTIFICATIONS:

- NISM Series VA Certified Mutual Fund Advisor.
- IRDAI Certified Insurance Advisor.
- IIBF Certification in Anti-Money Laundering & Know Your Customer.

ACADEMIC QUALIFICATIONS:

Degree/ Certificate	Degree	Institute	Board/ University	Year of Passing	Percentage/ CGPA
Graduation	B.Tech (ECE)	Institute of Technical Education & Research, Bhubaneswar	SOA University	2014	8.62
12 th	Intermediate	D.A.V Public School, Bhubaneswar	CBSE	2010	79.80
10 th	Matriculation	St. Xavier's High School, Bhubaneswar	CBSE	2008	90.40

AWARDS & RECOGNITION:

- Award of Excellence for being one of the Top Performers at school level in Matriculation Examinations.
- SBI Probationary Officers Odisha Batch Topper (2019) and among the only 10% candidates all over India to be directly promoted to Deputy Manager on confirmation.

HOBBIES & INTERESTS:

- Playing Guitar.
- Travelling and exploring different places and local cuisines.

- Cricket, Tennis & Motor Enthusiast.
- Binge watching Suspense Thriller, Horror and Sci-Fi shows.