



# Pallav Singla

Astt. Manager



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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

### 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

## 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