

VivekVithalMachcha

Experience: 11+ Years in co-operative Banking, Loans & Recovery, Insurance, Taxation

Contact

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Career Objective

To acquire a position that gives me the opportunity to bring my knowledge and willingness to learn, to make an organization as well as my carrier successful.

Experience: 11+ Years of Banking & Taxation

1. Banker – Cashier – Clerk – Accountant at Nagar Urban Co-operative Bank

Duration: 02-09-2013 to 20/07/2024.

Locations: Ahmednagar, Pune, Pimpri-Chinchwad

Role:

- Day-to-day all banking operations.
- Guide clients to complete various loan procedures including gold-loan
- Assist other operation FD transactions, Locker facilities
- Participated in loan recovery process.
- Filing of DD stub copies and cancelled instrument.

2. Banker – Assistant Manager- CUSTOMER CARE EXECUTIVE- TELLER at HDFC Bank

Duration: to 22/07/2024 TO 12/09/2024.

Locations: Pune.

Role:

- Day-to-day all banking operations.
- RTGS, NEFT, Cash deposit, Cash payment, Cheque Clearing
- Account Opening saving, current, Cross -Selling Product
- Generate leads for Banks.
- Report for any suspicious transactions. (also maintain the AML register)
- Fortnightly reporting on cash transactions over Rs.10.00lacs.
- Maintain the records for expense vouchers/payment to vendors/reimbursement to staff.
- Ensure highest level of customer service.

3. Internship at M/S B.G Gaikwad (C/A firm) Duration: 01-07-2012 to 31-08-2013.

Locations: Ahmednagar

Role:

- Helping in Audit process of designated clientele
- Evaluate taxation records
- Recommend customized tax-saving / accounting options to assigned clients
- Tax-return filing & book-keeping

Educational Profile

A. Degree

College : New Arts, Commerce & Science College, Ahmednagar.
Course : Bachelor Of Commerce
University : Pune University, Pune.
Marks : 60.08 % (First Class)

B. Schooling

HSC

School : New Arts, Commerce & Science College, Ahmednagar.
Board : Pune
Marks : 65.66 % (First Class)

SSC

School : Bhausaheb Firodiya High School, Ahmednagar.
Board : Pune
Marks : 62.40 % (First Class)

Personal Profile

Full Name : Vivek Vitthal Machcha
Date of birth : 10th Feb 1991
Sex : Male
Marital status : Married
Permanent Address : Plot. No. 20/C, VIVEK Satbhai Mala, Ahmednagar- 414001
Current Address : Flat No.1003, I-Wing, Park Titanium, Park Street, Wakad, Pune-411057.
Languages : English, Marathi, Telugu, Hindi
Hobbies : Cricket, Swimming, Chess.
Strength : Punctual, Hard-work, Team Player.

Skills:

Industry / Domain	Co-operative Banking, Loans & Recovery, Insurance, Taxation
Software Tools	SwiftCore Banking, Tally 9.0, MS Office (Word, Excel, Power-point)
Typing	English 40 W.P.M., Marathi 30 W.P.M.
Computer Course	MSCIT.

Declaration:

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Pune**Signature**