



ANMOL JAIN

Manager



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PROFILE

Result driven Professional having rich experience in Management of Accounting and finance operations in a computerized Environment, preparation of Financial Reports, Cash Management. An experienced Bank Manager with 10+ years of expertise in the financial industry. Successfully managed operations and boosted customer satisfaction levels. Accomplished significant growth in advances by over 50% during my tenure in Public Sector Bank. Also accomplished growth in deposits by over 20% and implemented effective operational procedures, resulting in a 15% uptick in cross-selling. Maintained good relations with the customers. Having knowledge of VAT in Dubai.

EDUCATION

- **MBA, Finance**

Chandigarh Group of College
Chandigarh University
Mohali, Punjab

Post Graduate, November 2022

- **CA Intermediate, Accounts**

Institute of Chartered Accountants of India
Chartered Accountants Act
Kanpur, Uttar Pradesh

Completed, May 2011

- **Bachelor of Commerce, Commerce**

D.A.V. College
CSJM University
Kanpur, Uttar Pradesh

Graduated, April 2011

- **Intermediate, Commerce**

Mercy Memorial School
ICSE
Kanpur, Uttar Pradesh

Completed, April 2008

- **High School**

Mercy Memorial School

Completed, March 2006

ICSE

Kanpur, Uttar Pradesh

WORK EXPERIENCE

June 2018 - December 2023

Branch Manager

Bank of Maharashtra

Ludhiana, Punjab

Lead a team of 6 employees to ensure efficient operation of the branch and provide exceptional customer service. - Develop and implement strategies to meet and exceed branch targets for deposits, loans, and other financial products. - Responsible for managing operational processes, including cash management, security procedures, and compliance with banking regulations. - Conduct regular performance evaluations and provide coaching and training to staff to improve productivity and customer satisfaction. - Collaborate with other departments to support marketing initiatives, promote new products, and ensure smooth operation of banking services. - Build and maintain relationships with high-value clients and provide personalized financial advice to help them achieve their financial goals.

September 2014 - June 2018

Assistant Manager

BANK OF MAHARASHTRA

Satara, Maharashtra

Provide leadership and guidance to a team of bank staff, including tellers, customer service representatives, and loan officers - Oversee daily operations of the bank branch, including handling customer inquiries, resolving issues, and ensuring compliance with banking regulations - Develop and implement strategies to meet and exceed branch sales and service goals - Manage and monitor branch performance, including financial metrics, customer satisfaction, and employee engagement - Conduct regular staff meetings and performance reviews, and provide coaching and training as needed - Collaborate with corporate management to implement new policies, procedures, and initiatives - Cultivate and maintain relationships with high-value customers to drive business growth and retention - Ensure that all activities and operations adhere to regulatory requirements and internal policies.

January 2012 - December 2012

Accountant

Soilfert Organics Agro Pvt.Ltd.

Kanpur, Uttar Pradesh

- Maintained the general ledger and balance sheet across accounts receivable, accounts payable, cash accounts, and fixed assets.

- Created internal control procedures to increase reporting accuracy and reduce error rate by 10%.
- Prepared financial statements and reports of company expenditures.
- Processed invoices and purchase orders in a timely manner, reducing error rate by 12%.

INTERNSHIP

September 2008 - November 2011

Article Assistant

Bhargava Ajay & Associates (CA)

Kanpur, Uttar Pradesh

I have worked in a Mid-sized firm. It has 3 partners, approximately 8 Articles and 5-6 Employees. Talking about work, in the first year I majorly worked in Audit of Banks. It covered Concurrent Audit, Stock Audit, Unit Inspection, and Branch Central Statutory Audit. In the second year, I was given Statutory Audits of Proprietors, Partnership Firms & companies. I also got the opportunity to go for a stock count conducted on year-end. In the third year I was part of the Audit team of Central Statutory Audit of Public Sector Bank for 2 Quarters including its Local Head Office. I had the opportunity to work in VAT department as well. They keep switching the Articles as per work pressure & availability.

TRAINING AND CERTIFICATIONS

- Accounting Technician Certificate, ICAI, 2023
- Lean Six Sigma Green Belt , Henry Harvin, 2023
- Lean Six Sigma Black Belt , Henry Harvin, 2023
- Value Added Tax (UAE), Udemy, 2023
- Financial Analyst Course, 365 Careers, 2023

SKILLS

1. Financial Management 2. Team Leadership and Supervision 3. Risk Management 4. Customer Service 5. Sales and Marketing 6. Regulatory Compliance 7. Strategic Planning 8. Problem-Solving 9. Communication Skills 10. Analytical Thinking 11. Relationship Building and Networking

COMPUTER PROFICIENCY

Operating Systems

- Windows

Software

- Microsoft Office
- Tally
- Microsoft Excel

LANGUAGES

- English
- Hindi

CAREER HIGHLIGHTS

- Over 10 years of experience in the banking industry with a proven track record of achieving and exceeding sales targets. - Demonstrated success in leading and developing a high-performing team, resulting in improved customer satisfaction and retention. - Expertise in developing and implementing strategic plans to drive business growth and profitability. - Extensive knowledge of banking regulations and compliance standards, ensuring adherence to all legal and regulatory requirements. - Strong communication and interpersonal skills, with a focus on building and maintaining strong relationships with customers, staff, and stakeholders.

PERSONAL

Father's Name:	Mr. AJIT KUMAR JAIN	Marital Status:	Married
Birthday:	01/08/1990	Nationality:	Indian
Gender:	Male	Passport No.	Y7806491, Expires 09/05/33
Address:	Flat 201 Bonton Building, Bur Dubai Near Sharaf DG Metro Dubai - 122002 Dubai		

Declaration

I, ANMOL JAIN, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

ANMOL JAIN

Dubai , Dubai
26/01/2024

