

**CHINTAMANI PARIDA**

Bachelor of Business Administration

Mobile: 9040961071,9861585912

Email: [chintamanip8@gmail.com](mailto:chintamanip8@gmail.com)

**OBJECTIVE-**

Looking for an organization where I can utilize my theoretical knowledge and experience for the organizational growth and enhance my abilities to demonstrate and convince in the jobs assigned and grow with the organization.

**ORGANIZATIONAL EXPERIENCE**

**Infosys BPM Limited-28-March-2022 to Till Date (Pune)**

**Designation: Senior Operation Executive**

**Responsibility:**

- Working as PMO handling reconciles activity for different subcon.
- Approving timesheet for subcon and putting efforts on ECMS.
- Doing billing activity for subcon submitting to client monthly wise.ss
- Preparing quarterly payment report for client.

**Tech Mahindra– 24-Jun-2020 –25-March-2022**

**Designation: Operation Executive**

**Responsibilities:**

- Overall 5 + years of experience and qualified Financial Crime Compliance professional with
- Extensive knowledge of banking principles. In-depth understanding of AML procedures. Self-motivated and organized with an exceptional
- Work ethic, KYC reviews, Customer On boarding, Transactions and Account monitoring, Alerts monitoring,
- Billing, Claims and team interaction with support teams. Courses & Certifications

**Tata Consultancy Services – 22 Jun'2016 – 13-Jan-2020(Hyderabad)**

**Designation: Operation Executive**

**Project: Banking Operations (Client Acceptance project with conflict and background check)**

**Responsibilities:**

- Banking – Audit Process & Compliance, Global Know your customer
- Handling Customer Due Diligence (CDD)
- Active Involvement and Time-bound delivery of production as per the business requirement.
- Investigate, review and resolve KYC related to sanctions, High risk jurisdictions.
- Account opening of student bank account and online basic bank account.
- Opening of My Saving Account.

- Application scrutiny and Transaction monitoring, Transferring of funds of the customer's account.
- Downgrading and conversion of accounts.
- Solving issues of branch related to customer account downgrading and sending relevant letters according to type of conversion.
- Finding of customer insurance files in customer folder with date wise for further procedures.
- Sending completion exception report to senior management.
- Capturing of correct signatures of customer.
- Opening of children account and sending letters creating memos and submission of accounts.
- Environmental: Browser Main Menu, UK Tools. Currently working on CDD Review Tool, Retail on Boarding System.

**Achievements:**

- Star Performer of the year-2017
- I have been awarded with appreciation certificates analyst for maintaining 100% quality
- I have received appreciations Mails from clients for my quick response towards the queries.

**Infosys BPO Limited-July-2014 to December 2015(Pune)**

**Designation: Operation Executive**

**Responsibility:**

- It's a reconciliation process.
- Part of the Bank Auditing process. (USA based)
- Managing cash book audit process.
- Managing petty expenses.
- Audit all cash transaction with G/L # provided by bank.
- Prepare daily, monthly & quarterly reports for Onshore.

**QUALIFICATION**

| S.N | Name of the school/ college              | Year    | Stream   | Board/ University    | % of marks |
|-----|--|---------|----------|----------------------|------------|
| 1   | Disha college of management & Technology | 2011-14 | BBA      | Berhampur University | 74         |
| 2   | Roland Junior College, Berhampur         | 2009-11 | Commerce | CHSE                 | 63.17      |
| 3   | S.S.V.M.                                 | 2009    | -        | HSE                  | 61.34      |

**COMPUTER PROFICIENCY**

- Proficient with Windows
- Sound Knowledge of MS word, excel and power point

**CO-CURRICULAR ACTIVITIES**

- Participated and won prizes in school sports meet
- Participated in collage and poster making

- Won Prizes in elocution contest
- Sanskriti Queen 2013, NSIBM
- Student of the month (September- 2013)

### **PERSONAL QUALITIES**

- Highly motivated and eager to learn new things.
- Ability to produce best result in pressure situation.
- Excellent communication skills in written and verbal both.
- Ability to work as individual as well as in group.

### **PERSONNEL INFORMATION**

- DOB : 07-Aug-1993
- Hobbies : Reading, Cricket
- Languages Known : English, Hindi and Odiya
- Address ; S/O-Ramesh Chandra Parida, Narendrapur, Via-Bhanja Bihar,

760007

### **Declaration-**

I am enthusiastic and focused professional. My ability to learn and apply, make me an ideal candidate capable of delivering results in a dynamic and performance oriented environment.

I declare that all the information given above is true to the best of my knowledge.

Date:

Place:

-----  
Signature

