

# MANDHARJANI

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## PROFILE SUMMERY

Achievement-driven professional with an experience of over 5 years Operations & Sales in Corporate Sector as following details.

•Working in **ICICI ANK LTD** as a **SENIOR OFFICER** from 22th May 2019 to 20th Oct 2021.

•Working in **AXIS BANK LTD** as **Branch Relationship Officer with Assistant Manager** Grade playing a vital role in branch operations & sales from 9<sup>th</sup> Dec 2021to 3<sup>rd</sup> August 2024.

•Proficient in mapping client's requirements & providing best products to suit their requirements; generating business from existing accounts and achieving profitability & sales growth.

•Skilled at building and maintaining healthy business relations with major corporate & institutional clients, ensuring maximum customer satisfaction.

•Hands-on experience in performing all banking operations effectively & coordinating with various branches & managing a variety of branch banking operations.

•An effective communicator with strong analytical, interpersonal & problem-solving skills.

## CORE COMPTENCES

~Banking Operations  
Management

~Retail Banking

~Team

~Customer Relationship Management

~MIS Reporting

## Key Result Areas:

•Executing Branch Office Operations such as cash management and other banking transactions

Working as a Team Leader and imparting training, goals & targets to the staff of 6 personnel.

•Leading operations on Saksham & Finacle Platform and various Business Applications software and ensuring competent client delivery & internal reporting; servicing esteemed customers.

•Assessing and closing new business through on-roll Sales Teams for Retail Liability Products, Corporate Banking Products, Credit Card (Corporate Cards & Individual Liability) and Personal.

•Investment Products like Life Insurance, Mutual Fund Products & Gold Loan Disbursement

•Adhering to operational & risk guidelines while directing sourcing and service delivery

Completing branch targets in terms of numbers; conducting cross-selling of revenue generating product, absolute balance & fee income to keep KYC & risk irregularities at the acceptable limits

Managing & maintaining existing key accounts and ensuring increase in business volume

Preparing MIS and sharing the same with Circle Office on a monthly basis adhering to EOD

Organizing Customer Service Committee Meeting monthly & managing lobby operations in accordance with the branch

Maintaining and strengthening retail & government customer relationship by providing personalized service.

## ACADEMIC DETAILS

- **2017 B-tech in Mechanical engineering** from Biju Pattnaik Institute of technology Odisha with 73%.
  - **2013 +2 in Science** from Ekalavya Model Residential School Nabarangpur, Odisha with 63%.
  - **2011 10<sup>th</sup>** from Government High School Bhamini ,BSE Odisha with 62%.
- Completed: AMFI – Mutual Fund (Advisor) Module from Associate Mutual Fund of India (AMFI).  
IRDAI Certification.

## **TECHNICAL SKILLS**

MS Office: Word, Excel & PowerPoint

## **PERSONAL DETAILS**

**Date of Birth:** 14-04-1996

**Languages Known:**

**Address:**

English, Hindi, Oriya & Bengoli.

At-Rajpur, Po-Singsari,

Umerkote, Nabarangpur, Odisha, 764073