

# CURRICULUM VITAE

**MALIK A**

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## CAREER OBJECTIVE

To pursue a challenging career with an organization which progresses dynamically and gives me a chance to enhance my skills and be a part of the team that excels and work towards the growth of the organization.

## ACADEMIC PROFILE

Qualification	Duration	Board / University	Institution	% Marks / CGPA
B.Com (General)	2016-2019	Madras University	Shree Chandra Prabhu Jain College	68%
HSC	2015-2016	State board	St.Paul's H.r. Sec School	79%
SSLC	2013-2014	State board	St.Paul's H.r. Sec School	78%

## COMPUTER SKILLS

- MS OFFICE (Excel, Word)
- ORACLE (FLEXCUBE)

## AREA OF INTEREST

- Operations
- Quality Check
- Regulatory Session
- Account Opening
- Analyst
- Testing
- Account Servicing

## EXTRA / CO-CURRICULAR ACTIVITIES

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- Actively participated in various sports activities for inter school. As a captain won many Cricket matches up to school level.
- Actively Participated in Inter school Carrom competition.

## INTERPERSONAL SKILLS

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- Effective observer and quick learner.
- Optimistic and self-confident.
- Effective in team concept backed up with strong communication.

## PROFESSIONAL EXPERIENCE

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- Worked as a sales executive officer in a Sole Trading business.
- Worked as a junior assistant and customer support officer in Cameo Corporate services (Equitas small Finance Bank) for one year. (2019-2020)
- Working as a Document Verification officer and Team Lead for TD/RD Products (Assistant Manager) in Equitas Small Finance Bank since 2020 Dec-21 to till date.

### Regulatory:

- \* Regulatory Notices handling
- \* Flexcube Entries Monitoring
- \* Helpdesk Handling
- \* Other Internal application training.

### DVU: Document Verification unit

- \* Verifying the documents which is received by the customer at the time of account opening.
- \* Verification of KYC's of the customer in the Gov portal to validate the same.
- \* If all Documents are in place same should be processed for account opening.
- \* Booking of Term Deposits and Recurring Deposits (i.e Callable, Non-Callable, Bulk and Retails).
- \* Team Handling for TD/RD products for Central Processing Team.

IBRL: Inclusive Banking Retail Liabilities

- \* Monitoring branch entries in oracle flexcube from Central unit.
- \* And publishing branch reports which is pending with branch end. (Pan India)
- \* Resolving branch queries related to cash deposit, Cash entry, Remittance entry, Cash Offload, Radiant pickup’s, ATM cash loading, Challan Filing, Error checking, Vault related, Registers related and other Infra related.

Account Servicing:

- \* Dormant Activation and Lien marking and removal in Core Banking System (Flexcube).

PERSONAL PROFILE

Father’s Name : Asim  
Gender : Male  
Date Of Birth : 17.10.1998  
Mother Tongue : Urdu  
Nationality : Indian  
Marital Status : Married  
Languages Known : English(R/S/W) , Tamil (R/S/W) , Hindi (S).Urdu(S)  
Address : No.54A Bekkham apartments,Sundaram 3<sup>rd</sup> street,  
Ganeshapuram, Chennai- 600039.

DECLARATION

Hereby I declare that all the details furnished above are true to the best of my knowledge

Place: Chennai  
Date:

Signature  
Malik A