

Salwinder Kailley

Experience

Operation Executive & Teller 2014-2017
Capital Small Finance Bank

Job Responsibilities:

- *Handling daily activities relating to Banking process, Cash Management, Clearing*
- *Review Daily Accounts Opened, Report and responsible for Current account & Saving account sales*
- *Responsible for acquisition through direct sales to walk-in as well as referrals from walk-in customers*
- *To provide product support to ensure that sales target by branch and through direct sales teams are met*
- *Managing, Monitoring and resolution of all complaints, investigations and customer's requests that originates in branch*
- *Responsible for dealing with Bank's Internal & External auditors & inspectors thereby complying with statutory norms and bank's laid down policies*
- *Providing training to people those who have joined as management trainee in branch*
- *Processing and KYC's checking of new account opening*
- *NEFT & RTGS processing*
- *Managing and supervision of Teller counter*



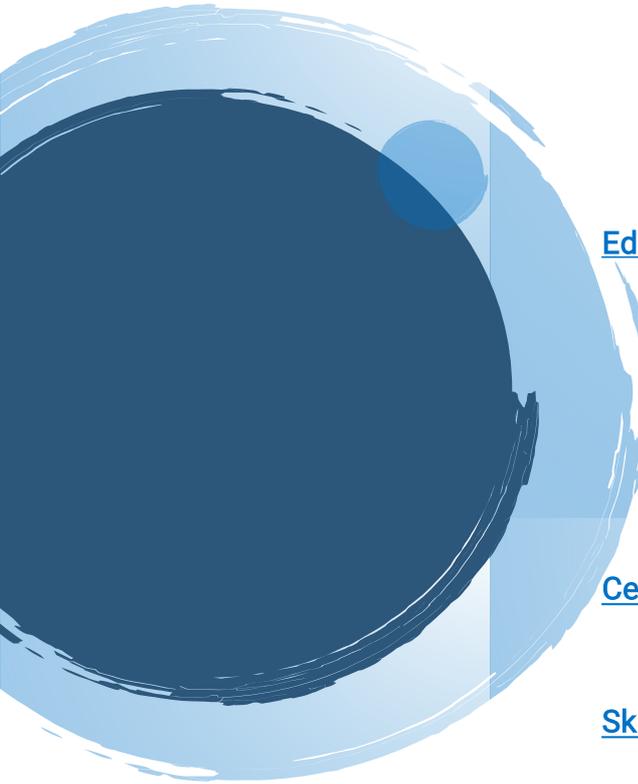
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Education

- **Master of Computer Applications** 2016-2019
Lovely Professional University, Phagwara
- **Bachelor of Computer Applications** 2009-2011
Guru Nanak Dev University, Amritsar

Certification

- Add-on course in Taxation

Skills

- Microsoft office Suite: Word, Excel, Outlook, Powerpoint

Strengths

- Goal Oriented
- Attentive to details
- Open to learning
- Cope up with day-to-day stress and work pressure patiently

References on request

