



**Mrs. Janhavi Damle**

**Kothrud, Pune –**

**411038 Mobile :-**

**7387979993**

**Email :- janhavi.damle2016@gmail.com**

**PROFILE SUMMERY :-**

- A competent professional with 7 years of experience in Nationalised as well as Private Banking Organization in -  
Banking Operations                      Misc Reporting & Documentation  
Team Management                      Customer Service
- Possess in depth understanding of handling various products & procedures of P-segment Banking
- Experience in maintaining good relationship with Bank customers & establishing high profit accounts.
- Well organized with a track record that demonstrates self motivation, creativity and initiative to achieve corporate goals.

**ORGANISATIONAL EXPERIENCE**

**March 2008 To July 2014      State Bank Of India      Retail Branch Banking**

**Role :- Assistant ( Customer Relation Associates )**

- **Cash Transactions**
- **Opening and Maintaining Deposit Accounts ( Savings A/C, Current A/C, Fixed Deposit A/C, Recurring A/C)**
- **Demand Draft**
- **NEFT/ RTGS**
- **Cheque Clearing**
- **Grahak Mitra**
- **Single Window Operator**
- **Alternate Banking Channels**
- **Worked as Team Leader of Mobile Banking Promotion** which includes visiting 25 branches under SCE I ( Super Circle of Excellence Region I ), Pune and guiding Grahak Mitra to increase Mobile Banking registrations.
- **Government Business**
- **Cheque Drop Box Custodian**
- **P-segment ( Housing, Car, Education, Personal ) Loans**

**June 2018 To December 2018**

**HDFC Bank Ltd    Retail Branch Banking**

**Role :- Deputy Manager**

- **Cash Transactions**
- **Teller Transactions** – NEFT, RTGS, Fund Transfer, Demand Draft, FD RD Booking
- **Documentation & Record Keeping**
- **Vault Custodian**
- **Cheque Drop Box Custodian**
- **Compliance with RBI Guidelines**
- **Reports & Reporting**

**April 2022 To Till date**

**Nexdigm Corporate Services Pvt Ltd**

**Global Compliance Payroll**

**Role – Senior Executive**

- **Reviewing & Authorising Processor's Transactions**
- **Team management**
- **MCA payments**
- **Vendor, Salary & Statutory Payments**
- **Maintaining Vendor Data**
- **Timely assigned Projects**
- **Reports & Reporting**

**ACHIEVEMENTS :-**

- **Rank 25<sup>th</sup> in SSC** Kolhapur Board, March 1996
- **Rank 1<sup>st</sup> in History in Maharashtra**, SSC March 1996
- **State Level Chess Tournament Participated**, 1995
- **Selected in State Bank Of India as Customer relation Associates**, March 2008
- **Selected in Bank Of Maharashtra as Assistant**, March 2008
- **Felicitation for achievement in Mobile Banking Promotion in State Bank Of India (SCE Region I Pune )**, 2009.

**AREAS OF STRENGTH :-**

- Quick learner
- Good Team Management, Communication skills
- Dedicated to work

**PERSONAL PROFILE:**

---

**NAME** : Mrs. Janhavi Damle

**Educational Qualification** : B.Sc ( Physics )

**PERMANENT ADDRESS** : C-24/6 ,Ketan  
Near Rahul Nagar,Kothrud  
Pune, Maharashtra, India - 411038

**SEX** : Female

**Marital Status** : Married

**DATE OF BIRTH** : 24<sup>th</sup> Dec 1980

**MOTHER TONGUE** : Marathi (Native)

**LANGUAGES KNOWN** : English, Hindi and Marathi.

**HOBBIES** : Reading Books, Cooking,Teaching, Passionate for  
Competative Exams