

ARPAN MUKHERJEE

DEPUTY MANAGER (II)

Diligent and dedicated Deputy Branch Manager with 9 years of experience in the Banking industry. Excellent interpersonal and communication skills. Dynamic and resourceful leadership quality with good organizational, multitasking and project management abilities. Discerning and performance-oriented in tackling operational problems. Client oriented, confident and optimistic view with good planning and organising ability. Self-motivator and keen learner with good listening and writing skills.

Contact

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Date Of Birth : 20th October, 1992

Software

FINACLE

TALISMA

CRM NEXT

IWORKS

MERCURY

FLEXCUBE

DEAL PRO

MS WORD

MS EXCEL

MS POWERPOINT

Skills

Financial Management

Cost analysis and saving

Profitability and Revenue generation

Work History

2023-April-present **Deputy Manager (II)**

ICICI BANK LTD. West Bengal

- Managing daily operational activities keeping audit and compliance in order.
- KYC AML checking of newly opened accounts and releasing forms of different segments where different KYC structure is involved.
- Ensuring FTR in all operational daily works.
- Driving business of the branch along with operational excellence and achieving branch profitability.
- KYC checking, AML screening funds monitoring. Knowledge in processing of different loans.
- Re-KYC processing of different variants of accounts inclusive of Savings account, different forms of current accounts, etc.

2018-Feb – 2023-April **Chief Manager**

INDUSIND BANK LTD. Kolkata, West Bengal

- AML KYC checking for foreign as well as domestic transactions. KYC and AML screening for different types of account opening and transactions including remittances, current account monitoring, re-kyc for individual, non-individual, govt and trust accounts. FCRA accounts monitoring.
- Speciality in Outward remittance and forex card transaction including KYC checking, AML screening funds monitoring. Knowledge in processing of different loans.

Business Operation

Operation Management

Document Processing

Expertise in sales

Relationship Building

Corporate Communication

Team Building & Management

Strategic Planning

Decision Making

Task Delegation

Staff Supervision & Trainings

Leadership Quality

Coaching & Mentoring

Process & Operational Improvement

Performance Improvement

Supervision

Accuracy

Languages

English

Hindi

Bengali

Interests

Writing

Internet Browsing

Newspaper Reading

Photography

Travelling

Music

- Provided leadership and direction to grow team portfolio and increase revenue.
- Gathered, organized and evaluated data to make accurate assessments of current operations and managed effective action plans to respond to audit discoveries and compliance violations.
- Maintained close watch on financial and operational performance of different funds and made proactive adjustments to keep portfolios in conformance with plans.
- Drove operational improvements which resulted in savings and improved profit margins.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Enhanced supervisory and leadership abilities by working closely with mentoring new joiners.

2014-Nov – 2018-Feb | **Assistant Manager**
HDFC BANK LTD. Kolkata, West Bengal

- Speciality in Outward Remittance and Forex Card Transaction.
- Coordinated daily cash reconciliation and remittance of excess cash above CRL to currency chest including processed of quarterly vault and ATM audits with zero error rate.
- Helped clients plan for and fund retirements using mutual funds and other options to manage, customize and diversify portfolio.
- Conducted financial, compliance and operational audits and determined financial and operational audit areas providing most economical and efficient use of audit resources.
- Provided high-level customer service through friendly approach, strong professionalism and timely assistance with customer transactions and created innovative financial solutions to meet customer needs and provide competitive edge.

Education

- 2011-2014 Bachelor of Science: Economics
With 50.09% from

University of Calcutta, Kolkata

- 2009-2011 ISE: Science with 78%
- 2008-2009 ICSE with 75%

Certifications

- 2020 Renewed AMFI Certificate with 79%.
- 2020 Renewed IRDA Certificate with 50%.
- 2013 CompTIA Security+
- 2013 Cisco Certified Network Associate (CCNA)
- 2013 Microsoft Certified Systems Engineer (MCSE)

Accomplishments

- Best Employ Award in East Zone in India in the year 2020.
- Best Employ Award for consecutive 2 years in West Bengal Circle in the year 2016 & 2017.
- Best Teller Award in West Bengal Circle in the year 2014.