

Aftab Ali Quadri

Process Associate



PROFILE SUMMARY

Currently working as a Process Associate in BFS department of Genpact which entails executing actions for an Australian-based client, a Bank. Those duties involve performing due diligence of customer's (Bank's customers) financial requests and maintaining consistency in their preparation of documents which is a necessary part of any financial transaction.

PERSONAL INFORMATION

Email
aftabquadri007@gmail.com

Mobile
(+91) 9839189672

Total work experience
2 Years 2 Months

Having worked as a Operations Analyst in a microfinance institution in New Delhi, India, I have worked on different kinds of tasks related to banking and finance. These included management of branch along with supervision of staff and overall team and maintenance of financial reports with accuracy and maintaining daily vouchers be it expenses or journal vouchers.

Having banking & finance experience and a strong enthusiasm to execute and implement the strategic decisions of management in the working of the business, this adds much to my present skills which are beneficial for any organisation at any level of hierarchy.

KEY SKILLS

CRM Tool
Risk Management
KYC AML
Compliance Management
Financial Reporting
Presentation Skills
MIS Reporting
Qualitative Research
Financial Analysis
Banking Operations
Team Motivation
Core Banking Solution
Accounting Software

EDUCATION

2023 MBA/PGDM
Aligarh Muslim University (AMU)
2021 B.Com
Aligarh Muslim University (AMU)

WORK EXPERIENCE

Jan 2025 -
Present Process Associate
Genpact

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My duties and responsibilities include:

- Liaising with the client in any case of query.
- Completing the request efficiently as soon as possible with the required quality
- Performing verification of informations mentioned in the cases requested for completion using Equifax, Dye & Durham, SOLAR etc.

OTHER PERSONAL DETAILS

City New Delhi
Country INDIA

HOBBIES

Generative AI, Reading books , Philosophy

LANGUAGES

- English
- Hindi
- Urdu

Aug 2023 - Mar 2024

- Flagging any kind of mismatch in the informations and disseminating it to the client about this.
- Strictly following the SOPs to maintain the efficiency and effectiveness of the process.
- Maintaining the required SLA and quality expectations of the process with utmost scrupulousity.

Operations Analyst

Sahyog Urban Thrift & Credit Cooperative Society

Following were the responsibilities I was entrusted with:

- Took the challenge of supervising a newly established branch
- Effectively smoothed the operation through market penetration strategies
- Took initiative for deposit mobilization, budget, target and efficiency
- Helped increase the grants & donation for the institution for its smooth functioning
- Strictly managing cash liquidity, grants & donations, payroll etc.
- Ensured cost-effective operations
- Work on computerized accounting system
- Ensured full compliance with the state cooperative laws
- Ensured full accuracy of reports including daybook, cashbook, P&L, Balance Sheet and MIS reports

COURSES & CERTIFICATIONS

- Introduction to Compliance Risk Management CRM