



SHADAB AHMED

Vill- Bindusar Buzurg, Distt- Siwan, State- Bihar

shadabahmed48@gmail.com

0552237595

DOB 30th july 1994

Objective

specific, measurable, attainable, relevant and time-based.
as a best professional I try to learn more and more about my role and try to be more perfect by acquiring knowledge from different sources and use towards attainment of the organisational goal as well as mine.

Experience

HDFC BANK LTD

16 September 2016 - 17 November 2022

Deputy Branch Manager

Job Role and Responsibilities:

- Achieve annual targets for branch set in AOP (Annual operative plan)
- Make action plan, and strategize to get profit through branch operations and cross sell
- Keep up to date with product to provide suitable advice to the customers
- Reduce the waiting time for customers in branch
- Increase the customer satisfaction
- Know the value bankers (VBs) productivity and revenue generation.

Deliverables:

- Ensure smooth functioning of the branch and follow banking norms
- Responsible for monitoring business, compliance and operations
- Responsible for taking decisions that are cost effective and generate revenue
- Monitor the branch sales targets and strategize to acquire new accounts and expand existing accounts by offering various financial products and services to the customer

Skills and Competencies:

- Perform leadership role
- Discipline, positive attitude, delegation of work in a right manner
- Knowledge of the product, process and compliance

GMG

18th May 2023 - till date

Store Accounts Payable.

Key Responsibilities:

- Process outgoing payments in compliance with financial policies and procedures,
- Posting tax invoices of vendors for their clearance of all payment and smooth transition with month closing,
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data,
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted,
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements,
- Facilitate payment of invoices due by sending bill reminders and contacting clients,
- Generate reports detailing accounts payables status,

- Understand expense accounts and cost centers
- Understands compliance issues around accounts payable processes,
- Responsible for delivering effective customer service internally and externally as per defined standards at the cash till and to process all customer transactions such as cash, credit card, voucher and gift cards.
- Become efficient in handling bills, foreign exchange currency transactions, cash discounts, vouchers, internal buys and staff buys
- Ensure the correct closing procedures for cash deposits and cash pickups are followed and report anomalies to the cash supervisor,
- Attend and inform customers about products, promotions, offers, and plastic bag resale at the cash till
- Maintain the display of front-end counters during checkout down time
- Check the cash till for hygiene standards as per the checklist before and after signing in/off
- Ensure standard operating procedures are followed as mentioned in the policy manuals

Education	Deendayal Upadhyaya Gorakhpur University Master of Commerce 2016 —
	Jamia Millia Islamia Bachelor of Commerce 2014 —
	Netaji Defence Academy intermediate 2011 —

Skills	<ul style="list-style-type: none"> • Team Leading/Handling • Deal in the worst situation with calmness and with full potential and work hard until problem resolved. • Always try to create good ambience around me for helping to achieve organisation goal as well as my skills perfections. • I can handle more than 50 people towards the attanment of organisation goal. •
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Reference	Shoaib Siddique - Branch Sales Manager Hdfc bank ltd +919939063607
	wendell - Human Resources Manager GMG

Additional Information	<p>As a store level ,I move one step forward and take responsibility of admin and maintain all the required Ambience and create LPO, post all invoices and contact with finance if there is any mismatch in invoices before posting.</p> <p>post all wastages of the after after receive wastage sheet from supervisor of the concern department and take signature of manager and prepare a file for further uses.</p> <p>keep all the records of greasing pasting and Dubai Municipality paper for further reference, and always maintain a communication in need of any maintenance.</p> <p>taking care of all petty expenses and try to manage the store needs within given budget</p>
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from finance.

In case of need I make contact with procurement and assests manager to resolve all the problem and fulfill all the store needs.

Language

English, Hindi, Urdu

***Achievements
& Awards***

Won lots competitive awards while working

Signature: 
Shadab Ahmed
