MADHUR DEO DUBEY

## Contact No.,9372041140

**301 PMGP COLONY MULUND EAST MUMBAI-400081**

### Email ID- madhur.ddubey@gmail.com

 CAREER OBJECTIVE

Ambitious to work in an esteemed organization where I can develop myself both personally and professionally and rendering the best of my efforts with utmost sincerity.

#  Organizational EXPERIENCE

* Presently working in **STANDARD CHARTERED BANK,** Mumbai Maharashtra as a Service Manager (Employee Banking, from July,2020 to Present)

\*Handling Mumbai west and Pune Region both.

\*Deepen relationship with the EB customers by initiating service calls.

\*Handle defined portfolio across the EB corporate life cycle management.

\*Ensure salary Activation.

\* Ensure the salary credit process should be risk free as well as timely for corporate.

\*Ensure good audit ratings in all internal and external audit group.

\* Handle complaint and escalations process.

\* Ensure for digital penetration.

\* Ensure onboarding activities for corporates and customers.

\*Review service gaps and process to meet customer expectations.

\*Ensure good corporate management and CXO management.

* Worked in **DEVELOPMENT BANK OF SINGAPORE**, Mumbai, Maharashtra as an Assistant Officer in operation (Corporate Banking, from December,2018 to May 2020).

### Major Responsibility: -

\*BAU

\*Handling change of mandates and account opening audit query responses.

\*Handling various branches queries efficiently and effectively.

\*Liaising with vendor printing welcome kits, statements. advices and other deliverables to enhance customer experience.

\*Handling Post closure responsibility of accounts like sending letters and PO to the customer or branch and coordinating with vendor also.

\*Processing change of mandates, account opening and Account closure request for all types of entities.

\*Processing Rekyc of entities and removal of dormancy.

\*Cheque book issuance for the corporate Customers.

\*Static data maintenance for all type of customers.

\*Handling various branches queries efficiently and effectively.

\*Prepare various type of MIS related to account opening, account closure and mandates.

* I had worked for **INDIAMART INTERMESH LIMITED** as an Executive. (JUNE,2018 to NOV,2018).

\* Making Cold calls approximate 30-40 calls and fixing meeting with the corporate.

\* giving presentation about the services of IndiaMart.

 \*Demonstrate the services of IndiaMart.

 Training and Summer Internship project

I have completed my 45 days Internship at **OBLIGO MEDIVOYAGE, NEW DELHI.**

#  professional qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **University****/Board** | **COLLEGE** | **Year** |
| MBA | AKTU | United Institute of Management. | 2018 |

 Academic qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **University****/Board** | **COLLEGE/****SCHOOL** | **Year** |
| B.Com. | AllahabadUniversity | Allahabad Degree College, Allahabad | 2014 |
| 12th | UP BOARD | Rajasthan Inter College, Mirzapur | 2011 |
| 10th | UP BOARD | ML Inter College, Mirzapur | 2009 |

 PERSONAL SKILLS

* Good Interpersonal and Communication skills
* Leadership skills
* Positive attitude
* Hard working, self-motivated & open minded.

ACHIEVEMENTS

* + I was the team leader in my summer internship program at Obligo Medivoyage, New Delhi.

 HOBBIES

* Playing Cricket

 PERSONAL PROFILE

**NAME :** MADHUR DEO DUBEY **FATHER’S NAME :** MR. VYAS DEO DUBEY **NATIONALITY :** INDIAN

#  LANGUAGES KNOWN

* + English , Hindi

 DECLARATION

I hereby declare that all the above information given by me is true to the best of my knowledge.

DATE:-

PLACE:- ***MADHUR DEO DUBEY***