



Vicky Vaidya

Operation officer

A high performing individual, demonstrating drive, enthusiasm and initiative, with the ability to work well under pressure, consistently delivering quickly and accurately and able to prioritize to ensure deadlines are met whilst maintaining a high standard of analysis and insight.



Contact

Address

AL Rigga, DEIRA
DUBAI, UAE.

Phone

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E-mail

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Skills

MS office ●●●●●

Reconciliation, ●●●○○

Sales ●●●●○
Coordination

Team ●●●●○
Handle

Sage ERP ●●●●●



1) Work History

2017/09
To
2020/07

❖ **Abu Dhabi commercial Bank (M And M Marketing LLC, Dubai, UAE)**

Account opening and KYC-BANK ACCOUNTS

- Working for CASA products. i.e Current ac and Saving ac. Providing different products for customers as per request (It has different product codes).
- Analyzing the account opening form and documents like Passport, Visa, EIDA, KYC, CRS, residential proof of increased risk customer.
- Account opening for new and existing customer of Single, Joint, Minor & Student. Taking responsibility in achieving the daily team target and completion of pending CRS.
- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Reviewed and updated client correspondence files and database information to maintain accurate records.



Languages

English,Hindi,Gujarati



2) Work History

2021/02 To Till Date

❖ ELITE AGRO UAE LLC-DUBAI (Br).

- Account Reconciliation.
- Invoices creates.
- (Sage X3).
- Follow up for Payments.
- BILLING.
- Tele calling.
- Delivery Notes creates.
- Weekly Repots Maintain.



Personal Information

Passport Details:-

Passport Numb - L8393273
 Place of issue - Gujarat India
 Issue Date - 29/03/2014
 Expiry Date - 28/03/2024

Date of Birth- 10/11/1992
 Nationality - Indian

Declaration

I, Mr. Vicky Vaidya solemnly declare that all the above information given above is correct and true to the best of my knowledge and belief.

- Evaluated source documents to locate information needed for each data entry field.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.

Al Etihad credit bureau -CREDIT SCORE

- Working for Pre-ECB AL Etihad credit bureau eligibility checking and pulled out report for credit cards and personal loans, auto loans(ECB score).

Contact Point Verification (CPV).

- **HR verification (Tele Calling)** – calling for Credit cards, personal loans, auto loans, accounts verification and customer query with company HR.
- **Customer verification** - calling directly customer for loans, cards and auto loans queries.

Sales Coordination.

- Maintaining daily reports.
- Coordinating with BDM'S for daily data updating.
- Reporting to ASM (Area Sales Manager).



Education.

2014-03 To 2017-06

Bachelor of Computer Applications: Computer Science And Programming INDIA.

Secondary School And Higher Secondary Certificate – INDIA.

Hobbies:

Traveling, playing volley ball, listening music.