

CURRICULUM VITAE

SUPRIYA V. VALSE

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CAREER OBJECTIVE

To pursue growth in my career with a competitive and challenging work environment Which will enable me to learn and grow. Want to emphasis on work life balance and Build on my knowledge acquired during the course of my tenure. I will grab every opportunity and aspect to grow in my life.

EXPERIENCE

MASHREQ BANK Credit Initiation & Compliance, CCPL Onboarding unit as a Retail Risk Officer (Processor) From 13th December 2020 to 9th March 2021

- Digital Application Screening and checking the documents in EDMS
- Cross checking the Customer Details as per given Documents and as per system
- E name Checks as per Customer and Employer name
- Manual Name screening (MB) as per Customer and Employer Name
- Reviewing Name screening 'List Matching'
- Escalating Potential Hits to Compliance for reviewing further
- Following up for some cases which sent to FRMU and Fraud and Prevention Team for review
- Maintaining MIS on daily basis to check the status for each and every application for further reference
- Performing other responsibility as directed by Management.

ABU DHABI COMMERCIAL BANK (ADCB) Wholesale Banking Group , as a **RELATIONSHIP OFFICER (Temp Position)** From 27th October to 2019 to 26th June 2020

- Handling Portfolio of EX UNB Accounts
- Activating Inactive or Dormant Accounts
- Cross selling of bank products like Online banking , WPS and offering Business Packages to customers
- Contacting potential customers and convince them about the bank's product offers and to increase their CASA Balance
- Achieving of Monthly sales targets and providing quality customer service
- Assist customer by providing their account information, balance confirmation and Account statement
- Updating contact details , Trade License and KYC
- Solving Customer inquiries regarding their Accounts
- Perform other responsibilities as directed by Management

HDFC Bank Limited, THANE-MUMBAI, as a **CUSTOMER SERVICE EXECUTIVE ON HELPDESK- POS** From 15th December 2016 to 31st December 2018,

- Solving Merchant Grievances Regarding GST (Good & Service Tax)
- Giving a proper and Quick revert on the Mail
- Help Merchant to Resolve the Issue over call
- Taking a feedback on the Services which was provided
- Giving the update or Information about New product to Merchants

EXPERIENCED IN FOLLOWING KEY PRODUCT

- M-POS
- AADHAR PAY
- SMART HUB
- PAYZAPP

KOTAK MAHINDRA BANK LIMITED, ANDHERI MUMBAI, as a **SALES EXECUTIVE** from Nov 2014 to May 2015

- Handling the Outbound calls
- New credit card information given to customers
- Making the leads of credit cards
- Achieved monthly sale target

EDUCATIONAL PROFICIENCIES

- Completed **Post Graduation in Master of Commerce in Advanced Accounting** from Mumbai University in 2017-2018
- Completed **Bachelor of Commerce** from Mumbai University in 2015-2016
- Completed **H.S.C** from Bharat college of commerce & Science in 2012-2013
- Completed **S.S.C** from B.S Patil School in 2010-2011

CERTIFICATION ACQUIRED

- Well abreast with computers in MS Office (Word/Excel/PowerPoint)
- Typing speed is 30 WPM in English

PERSONAL DETAILS

- Marital Status : Married,
- Languages known : Marathi, Hindi and English,
- Address- Al-Nahda
- Nationality : Indian,
- Passport No : R8649530
- Visa status: Residence Visa / Husband Visa
- Visa Validity : 24/08/2023

(SUPRIYA VINAYAK VALSE)