

ROHIT. R. KHAWLE

Address:

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

EDUCATIONAL QUALIFICATIONS

<u>QUALIFICATION</u>	<u>BOARD / UNIVERSITY</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
B.COM	Mumbai University	2013	54%
H.S.C	Maharashtra board	2009	46%
S.S.C	Maharashtra board	2007	55%

COMPUTER PROFICIENCIES

- Basic Knowledge of MS - Office Suite
- Internet Application
- MS-CIT

PERSONAL DETAILS

Fathers Name : RAVINDRANATH BABURAO KHAWLE

Language Known : English, Marathi & Hindi

Date of Birth : 31-03-1991

WORK EXPERIENCE:

FABLE FINTECH

JANUARY 2022 to Till Now

Designation – Senior Executive.

- Process transaction from Remitter to Bene account (Inward & Outward remittance).
- To do Amount arrived based on various Nostro statement (Working days) provided by Partner banks.
- Checks related to transactions like Name mismatch & amount mismatch.
- Communicate via Email or Call with Associate partner banks.
- To Solve transactions queries with Partner Banks & help to resolve the same on the same day.
- Maintaining Daily/Weekly/Monthly reports according to SOP & share with Partner Banks.
- Update system as per requirements from clients or from our end for Hassel free transaction process flow.
- Check Bounce report for USA & CAD transactions daily basis & update in system as well as share with Client, also report to recover funds & lien mark on Beneficiary accounts.
- Check whether status of all transactions is delivered or not on ARD plus & process.
- If amount is not delivered i.e. IFSC mismatch, purpose mismatch, bene name mismatch etc. send mail to associated team & clients as well to inform Remitter to reprocess the transactions.
- Apply extra paisa promo manually or Process extra rupees to Bene account as per request by partner banks.
- Coordinate with associated team for refunds of transactions as per customers or clients request.
- Check transactions outstanding reports & share transactions pertains to mails to clients.
- Daily Internal transactions reports under daily check list to be share with team.
- Handover mails as per shift timing to be share with next shifts team member to complete the pending tasks and Check list to be followed.

Designation – Senior Associate.

- Well known regarding client demand and expectation from KPO, Having knowledge about UK work culture, knowledge about how mutual funds.
- Work done in KANA Project and Written Enquiry Team and CASS project.
- Investigating basic enquiries from customers, Financial Advisors, Representatives and Management Companies received via post, email. Ensure the enquiry is routed to the correct business area for system updates or complete a full investigation providing all the necessary information for a letter writer to construct an appropriate response.
- Providing end-to-end Solutions to UK Investors, who has invested their money in Collective Investments Schemes (Mutual Funds) & reissuing all the payments pertaining to their deals in each & every Fund that they hold via cheque.
- Review all work queues to ensure work is processed within SLAs

Designation – Associate.

- Work done in CASS project, KANA Project, Written Enquiry in Operational Maintenance department.
- Investigating basic enquiries from customers, Financial Advisors, Representatives and Management Companies received via post, phone and email. Ensure the enquiry is routed to the correct business area for system updates or complete a full investigation providing all the necessary information for a letter writer to construct an appropriate response
- Providing end-to-end Solutions to UK Investors, who has invested their money in Collective Investments Schemes (Mutual Funds) & reissuing all the payments pertaining to their deals in each & every Fund that they hold via cheque.
- Leadership Value award, Adaptive Award in ATOS SYNTEL, Titan Of the month Award.

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Mumbai

ROHIT. R. KHAWLE

Date :