

Dinesh Gopinath Panchal.

Profile :-

An individual with strong interpersonal skills who can work well within a team or as an individual, dedicated, energetic, honest & a self motivated person.

Strengths :-

Quick Learner & Good Communication.

Educational Qualification :-

H.S.C in 2007 & MSCIT

Core Qualification :-

- Well versed with MS Office, Internet & E-mail Application. Preparation of letters and generation of Reports, Data Entry, Internet familiarity.

- Service Coordination

- Team Management

- Prospecting & Cold calling

- Product Training

Languages :-

Marathi, Hindi & English

Interests :-

Travel & Listening to music



Shirgoan, Mawal, Pune, 410506



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yuvip16@gmail.com

WORKING EXPERIENCE :

Currently working with Dealmoney Securities Pvt Ltd. since July, 2020 to Till Date as a Senior Account Executive - Accounts & Finance(Mumbai).

(Worked in Accounts)

- Doing accounting entry in SUN system.
- Looking all Branches vendors payment.
- Handling daily bank reports
- Handling Branch Petty Cash

(Worked in Finance)

- Approving of Branch /Franchisee Cheque Entries
- Clients Funds Pay-in/Pay-out as per regulatory/SEBI requirements
- Daily Bank Reconciliations
- Levy of Delay payment charges, A/c opening fees, DP Charges etc
- Analyst calls service, Deduction & Reversals manually on monthly basis.
- Co-ordinate with branches & solving the queries
- Managing fund transfers and client payout online with corporate banking in terms of RTGS/NEFT/Online transfer etc.
- Knowledge of Soham (Prism Software)
- Preparing Internal MIS
- Co-ordinate with accounting banks about.

> **Worked at Dealmoney Securities Pvt Ltd. since 12thOct, 2016 to July 2020 as a Senior Product Executive(Mumbai).**

- Working in Dealmoney's home product operations.
- Checking the KYC documents of our home products client.
- Preparing the Pre verification call data to respective department.

Additional Information :-**Father Name :-****Gopinath Ganpat Panchal.****Date of Birth :-****16th October 1988****Marital Status :- Bachelor****Nationality :- Indian****Current CTC :- 4.03 lac
/Annul****Address :-****L-1207, Kohinoor Abhimaan
Homes, Somatane-Kasarsai
Road, Oppsite Pratishirdi Sai
Baba Mandir, Shirgoan,
Mawal-Pune, 410 506.****Hobbies :-****Listing Music, Playing
Sports (Carom &Cricket)**

- Ensuring compliance with the Underwriting Norms of different insurance products.
- Scrutinizing the New business proposals with respect to the client's financial & health parameters and the authenticity of the documents provided.
- Managing freebee products like Dining Plus, Rocket Perks, Discounts Coupon.
- Providing pre & post sales service to the sales network of direct sales force & others channels.
- Communicate with Branches on the mails.
- Maintain the details of merchant reports, refunds, prepare the MIS.
- Process the Refunds & Void transaction payments.
- Resolve the bank related queries of the Client's regarding the Payments.

**> Worked with IDBI Intech Pvt Ltd & Global
Innovsource Solutions Pvt. Ltd.(IDBI Bank) since 08th
Oct, 2011 to 10 Oct 2016 as a Back Office Executive in Pos
Terminals for IDBI Bank.**

- To handle Clients calls related to problem queries on phone as well as on mails
- Co-Ordinate with the Sales/Service Team.
- Handling Back office work in Excels.
- Handling the KEY merchants of the bank like 5 Star properties & Hotels (Marriott Group, Chalet Hotels, MCA, Trident).
- Using the Finical for balance confirmation.
- Communicate to the customers on the mails.
- Maintain the details of merchant reports, refunds, prepare the MIS.
- Process the Refunds / Short Swipe & Void transaction payments.
- Maintain the good relationship with the merchants.
- Resolve the queries of the Merchants regarding the Payment & Advices.
- Preparing and Sending daily & monthly advices to the merchants.

Thanks,
Dinesh G. Panchal.

Date :