

# Yash Swami

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Perm. Address: Near Gopal Temple Main Market Post. Napasar, Bikaner-334201

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## **PROFESSIONAL EXPERIENCE**

### **AU Small Finance Bank LTD.**

***Feb'19 – Present***

**Designation:** Assistant Manager-ATM Operations

**Part of core team located at Central Processing Center at Jaipur.**

#### **Key responsibility areas:**

1. ATMs MIS & Monitoring of TATs
2. Responsible to check & authorize the transaction of ATM/BNA channel recon & complaints
  - 1) Cash not deposit in accounts(if cash deposited in BNA Machine)
  - 2) ATM reconciliation
  - 3) BNA Reconciliation
  - 4) Bank reconciliation
  - 5) Surprise verification of ATMs
  - 6) Preparation of MIS for all the ATMs
  - 7) Preparation of MIS of ATMs for RBI Reporting
  - 8) Credit & Debit Adjustment
3. Ensuring timely response & error free transaction.
4. Taking Care RISL Project (Raj. Govt. Bhashah Yojna All Rajasthan)

### **CMS Infosystem Ltd., Jaipur**

***March'16 – Feb'19***

**Designation:** Territory Reconciliation Officer

- Handling all the Reconciliation Operations management to entire Rajasthan Territory.
- Generating & sharing reports on daily basis to the management.
- Providing required help and support for the completion of the target.
- Working on tools like Outlook, MS Office & All CMS Software's.
- Providing Excellent Support to all territory branches & Employees
- Maintaining and providing the excellent services through team.

### **HP Service Center, Jaipur/Bikaner**

***Oct'12 – Dec'15***

**Designation:** Project Coordinator (HP Operation)

- Handling complete branch operations.
- Conducting technical trainings for employee, preparing employee to achieve target & providing excellent services as per company norms.
- Generating & sharing reports on daily basis to the management which gives out the statement on utilization figures & Over Time reimbursement for employees which could keep the utilization as per plan.
- Responsible for managing and updating entire Staff data of the Service Line.
- Working on tools like Outlook, HP software's.
- Providing Support to the Senior Members of the Service Line (Head, VP Head & HR Partner Head)
- Maintaining and providing the excellent services through team.

# Trimax IT Infrastructure & Services Pvt Ltd, Anoopgarh

**Designation:** I.T Support Engineer

***Jun'11 – Sep'12***

**Rajasthan State Road transport Corporation** Anoopgarh Depot (Rajasthan)

- Providing H/w & S/w solutions to Depot Ticketing Machines/Server/Printers/Desktops
  - Handling All branch Operations
  - To act (Work) like intermediary between company & customers.
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## **ACADEMICS**

- B.Com from Bikaner University, Rajasthan in year 2014
  - M.Com from Bikaner University, Rajasthan in year 2018
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## **ACHIEVEMENTS**

- JET King H/W Certified.
  - Organized many events, trainings within the organization.
  - Awarded for managing extracurricular activities like Business Quiz etc.
  - Awarded with special efforts provided in the company.
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## **HOBBIES**

Social Networking | Listening Music