



Manasi Mangesh Shelar

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Objectives

A Challenging position in an esteemed organisation for personal and professional growth based upon my performance that will utilise my abilities developed through my education and experience and to achieve highest level of competence in the field of work.

Academic Qualifications

- Bachelor of Legislative Law - LLB 3 Years Course in July 2023 from Mumbai University
- Masters in Human Resource Management in July 2012 from Mumbai University
- Bachelor of Commerce from Mumbai University in May 1998.
- H.S.C. Maharashtra Board, March 1995
- S.S.C. Maharashtra Board, March 1993

Banking Related Qualifications

- J.A.I.I.B
- C.A.I.I.B
- Diploma in Digital Banking
- Certificate in Trade Finance
- Government Diploma in Co-Operation and Accountancy Examination (G.D.C.A.)

Work Experience

- Total 15 years' Experience in Co- Operative Banking Sector.
- Joined ABHYUDAYA CO OP BANK LTD., As a Clerk in the year 2010 – And was promoted to Officer Grade on Merit Basis in the year 2018 during the tenure of 15 years. Latest handled Designation: Law Department.
- Worked with M/s. TSR DARASHAW LTD., As a Senior Associate, HR & Payroll Processing for Client Company for about 9000 (+) Employees from April 2008 To September 2010
- Worked with M/s. GTL Limited, As a Payroll Executive for processing Salary, Employee Compensation upto Full & Final Settlement from 2001 to March 2008

Additional Skills

- Proficiency in Microsoft Suite (Word, Excel & Outlook), Power Point, Adobe and Relevant Software Programs
- Well Versed with Computer System
- Worked with Software Such as Oracle, Ramco, Perk, Omni 2 & 3
- Typing – 40 WPM
- MS-CIT
- Knowledge related Direct and Indirect Taxation.

Job Responsibility

Banking Operations :-

- Worked as KYC – AML Officer - Suspicious Transactions Monitoring, Cash Transaction Monitoring, Non-Cash Transaction monitoring, KYC Alerts Handling Etc
- Handling Over all Branch Operations including Saving & Term Deposits Department, Clearing – Inward & Outward Department, KYC-AML Monitoring & Process Updation, Cash Department, TDS handling, E- Challan Services, Customer Relation, Presenting and Cross Selling Banking Services and Products, Third Party Products to Existing and Prospective Clients. Resolving Customer Queries & Complaints, Digital Banking –E Channel Services, such as Mobile Banking, Internet Banking, ATM Services, E-Statement, SMS Banking, Marketing etc.
- Loan & Advances Department – Customer Interview & Review, Customer Eligibility, Loan Applications, Processing, Sanction and Disbursement. Pre & Post Disbursement, Loan Processing, Recovery & NPA Management.
- Coordinating with Internal & as well as External authorities.
- Submissions of Reports to concern Departments, Statutory Authorities, Internal & External Auditors and to Higher Authorities, RBI Audits & Submissions, RBI Reporting.
- Customer Forex Transactions, NRO & NRE Account handling at Branch Level.
- Handled responsibility of System Administrator at Branch Level for last 8 years.
- Latest Handled Responsibility as a Central Law Officer from July 2024 onwards- Processing Deceased Claims, Drafting, Vetting, Handling Statutory Matters, Summons, Orders, Attachments, Complaints from Authorities and Customer, etc.

Payroll :-

- Worked with In-House & Out Sourcing Payroll Processing Systems, Monthly Payroll Processing, Full & Final Settlements, Muster & Leave Maintenance, Statutory Compliances such as Provident Fund, Income Tax, ESIC, Profession Tax Deduction, Bonus and Leave Encasement, Submission of Monthly, Quarterly & Yearly Returns, Employee Queries, Employee Taxation & Investment etc., Maintaining Employee Payroll & Statutory Data Base and Providing the same to Various Authorities Internally and Externally. Over all 10 years' experience in Corporate Payroll Processing, Used Operating Systems Such as Ramco, Perk, Oracle, handling Employees Queries, Inquires, educating Employee for issues related to compensation and benefits.

Personal Details

Marital Status: Married
Date of Birth: 16th September 1977
Language Proficiency: English, Hindi, Marathi
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