

**Ritika Singh**

**Mobile: 8448516160**

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Aspire to hold a rewarding position in a leading bank and to perform to the best of my abilities in a responsible & challenging way striving for continuous improvement

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### **Strengths**

- Performance Driven · Analytic Reporting · Process Improvement Initiatives
  - Client Relationship · Team Player · Problem Solving ·
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### **Work Experience**

**Barclays –**

**From December 2017- May 2019 Designation:**

**Business Analyst**

- Prepare Journals at the end of the month after analysis of prepaid & accruals account etc.
- Prepare monthly close calendar for customer's account.
- Month end close and assessment cycles run.
- Prepare supplementary schedules reporting, INTEREST declaration reporting etc.
- Execute internal risk and controls as part of the process.
- Performing task with accuracy and timelines.
- Track Intercompany reconciliation status and do necessary follow-up with relevant teams to get variances resolved before month end.
- Daily bank reconciliations and clearing. Identify open items and take it up with relevant teams to get closure before month end to ensure no open item after close is over.
- Communicate with customer's to know whether the customer is a vulnerable customer or not so that we can offer right help for the settlement of account.
- To get the final approval of loan.
- Decision for reduction of interest rate as per customer's annual income.
- To give refund to the customer's as per the current financial situation.

**IndusInd Bank**

Designation: Service Delivery  
Manager

Grade: Deputy Manager

From July 2019 to July 2020

- Trade business related, Non Trade related and General Banking operations related
  - Fund Transfer, NEFT & RTGS processing.
  - Looking after client servicing at branch lobby.
  - Checking KYC Documents on new client Account Opening forms.
  - Onboarding of new acquired clients through welcoming call and audit on sales process.
  - Managing TAT for all service and transactions
  - Activation of clients on net banking and other non-branch channels.
  - Business lead generation and passing to relevant sales channels
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**Education Qualification**

Completed Post Graduate Diploma in Banking Finance & Wealth  
Management

Level	Board/University
10 <sup>th</sup> – High School	CBSE (60%)
12 <sup>th</sup> – Intermediate	CBSE (62%)
B.Com	Annamalai University

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**Certification**

- NISM-Series V-A: Mutual Fund Distributors.

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## **Skills**

- ✓ Knowledge of Share Market
- ✓ Good analytical and planning skill
- ✓ Trade Debenture
- ✓ Accounting Finance
- ✓ Portfolio Management
- ✓ Trial Balance, Cash Flow
- ✓ Payroll
- ✓ Excellent problem analysis

## **Personal Details**

Name: *Ritika Singh*

Father: *Manohar Singh*

Date of Birth: *1st April 1994*

Language Known: *Hindi ,English & Kannada*

Place: *Bengaluru*

**(Ritika Singh)**