SACHIN PATIL

Clerk (Cooperative Bank)

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PERSONAL STATEMENT

Clerk with 5 years of experience in a cooperative bank and a government taluka office. Handles cash counters, account opening and KYC on core banking software, along with file maintenance, inward-outward registers and data entry, with English typing at 40 wpm and Marathi at 30 wpm.

WORK EXPERIENCE

Junior Clerk · *Panchganga Nagari Sahakari Bank Ltd, Kolhapur* Nov 2022 – Present

- Handle the cash counter, deposits, withdrawals and NEFT/RTGS requests for about 180 customers a day with zero cash difference in 3 years.
- Open savings and current accounts after KYC checks and update records in the core banking system.
- Cleared a backlog of 1,400 pending KYC updates in 4 months as part of a branch re-KYC drive.
- Prepare daily cash balancing, clearing and day-end reports for the branch manager.

Clerk-cum-Data Entry Operator (contractual) · *Sahyadri Manpower Services (deployed at a tehsil office), Karveer, Kolhapur* Aug 2020 – Oct 2022

- Maintained the inward-outward (dak) register and file movement records for about 60 files a week.
- Entered land record and certificate applications on the state online services portal, processing 2,500+ applications.
- Typed letters, notices and replies in Marathi and English and kept RTI application records up to date.

EDUCATION

B.Com in Accounting and Finance · *Karveer Arts and Commerce College, Kolhapur* 2017 – 2020
Grade: 67%

SKILLS

Core banking software • Cash handling • KYC and account opening • NEFT/RTGS • MS Excel and Word • English typing 40 wpm • Marathi typing 30 wpm • File and register maintenance

CORE SKILLS

- Accuracy
- Customer service
- Records management
- Confidentiality
- Time management

CERTIFICATIONS

MS-CIT · *MKCL* May 2019

GCC-TBC English Typing 40 wpm · *Maharashtra State Council of Examination* Dec 2019

GCC-TBC Marathi Typing 30 wpm · *Maharashtra State Council of Examination* Jun 2020

LANGUAGES

Marathi · Native • Hindi · Fluent • English · Professional • Kannada · Conversational

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