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**RAJIV**

Tel: C/o 0504973598

**Email:** **rajiv.170504@2freemail.com**

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| Objective:Education:Computer Knowledge:Personal Data:Experience:Responsibilities Handled: | Having 2 year experience in **Banking as a Cashier**, Providing Services to walk in customers, Handling Queries. Participated in various seminars related to Development of Banking.Ability to handling pressure situations independently, improving work culture in working area, planning, preparing management report on daily basics.**Post Graduate Diploma in Banking Operations** Institute of finance Banking & Insurance 2010**Bachelor in Business Administration**West Bengal University of Technology 2009MS words, MS Excel and MS power point, Internet Date Of Birth :15 **th** March 1986Material Status :MarriedNationality :Indian Language Known :English, Hindi, Bengali.**Company: ICICI BANK LTD****Position: Customer service Officer****Dec 21st 2010 to Dec 31st 2012*** Providing Services to walk in customers, Handling Queries, Cash Receipts & Payments, NEFT & RTGS Making, and Fund Transfer.
* BOD, EOD, Statement Requested by Customers, Cheque Book request.

**Company: Indian Transport Organisation****Position: Assistant Manager****Jan 1st 2013 to Dec 31st 2015** |
| *Responsibilities Handled:* | * Meeting Client & taking Orders from them, Business Planning, Planning Making to increase sales, Making new customer base.

***My Strength**** Planning and execution of all the respective jobs
* Good relationship with client and management/Company
* Solving/Handling of all the difficulties in critical stage
* Working in hectic pressure

***Areas I would like to Improve***:* Interaction ability with customers
* Technical competence-by attending training programme
* Good communication and relationship with my superior , subordinate & customers
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|  | Signature:  |