Curriculum-vitae

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**Objective**

Looking for a challenging position where I can help the organization with my experiences and to excel & achieve new heights of standard with a continuous growth of my skills & an effective contribution to the organization at the maximum extent. To get a challenging role in an organization that provides opportunities for growth and achievement and to contribute to the organizational objectives.

**Working Experience**

**.**Worked as an Assistant Manager (finance & operations) in **Axis Bank Ltd.**, kishanganj, Bihar INDIA,

From March 2011 to June 2014.

**Roles and Responsibilities**

* Maintaining records and Documenting files online using finacle and offline in soft and hard copies format.
* Daily, Weekly, Monthly, Quarterly and Annual competitive documenting analysis report.
* Maintain branch transaction and daily reports (cash, RTGS, NEFT,a/c opening)
* Ability to work hard and with integrity and willing to travel extensively.
* Market universe and company product performance analysis.
* Dealing with customer complaints and customer feedback report according to banking system.
* Market spot check and advertised location feedback.
* Promotional plan and updating in system to support sales activities.
* Develop new plans and strategies to improve performance of operations.

**Professional Qualifications**

* **Master of Business Administration (MBA)** in (finance & marketing) from Punjab Technical University Jalandhar, Punjab in the year 2010 with **first** division.

**2. Bachelor of Commerce (B.com)** in accounts from B.R.Ambedkar Bihar University in the year 2006 with **first** division.

**Technical Skills / Training**

**Tally ERP 9,** MS-Word, MS-Excel, MS-Power Point and Internet.

**English typing skills- 40wpm**

**English shorthand - 80wpm**

**LEADERSHIP EXPERIENCE:**

**Captain**

East Champaran (Under-19,State level cricket tournament)

**Chief finance officer**

Stress buster club, GEMA, Patna

**Presentations Made**

* **“**Investor’s risk return tolerance analysis.**” on 11 October 2009.**
* **“Product Life Cycle?” on 22.December 2009**
* **“Basics of Sales Management” on 16 January 2010 topics.**
* **“Marketing-mix Decisions” on 05 June 2010.**

**Seminars Attended**

* **Seminar on Marketing Club on 18 June 2009.**
* **Seminar on Entrepreneurship on 16 March 2010.**
* **Guest Lectures organized in the Institute.**

**Summer Internship Program**

**Summer Internship done by Bajaj Allianz Life Insurance Company LTD.**

**Extra-curricular Activities**

* **Active member of Finance and Marketing club in the Institute.**
* **Organizer of various events related to Finance club.**

**Company Visits**

* **Patna Dairy Project (September 2009)**
* Shakun Bread(Feb 2010)
* Coca Cola (Aug 2010)

**Higher Secondary / Secondary School Qualification**

* Higher Secondary from BIEC in the year 2002 with Second division.
* Secondary School from BSEB in the year 2000 with second division.



**Gulfjobseeker.com CV No:** **1514172**