**CURRICULAM VITAE**

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***OBJECTIVE:***

**Wish to build a career in a leading company with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in a challenging & creative environment.**

***EDUCATIONAL QUALIFICATIONS:***

* **B.A** in **Arts** from **Calcutta University** with Second Division in **2008**.
* **Higher Secondary** from **WestBengal Council of Higher Secondary Education** with Second Division in **2005.**
* **Secondary Examination** from **West Bengal Board of Secondary Education** with Second Divisionin**2003.**

***COMPUTER LANGUAGE KNOWN:*** Basic knowledge of computer, MS Word & Excel and

also Internet.

***WORK EXPERIENCE:* (5 years)**

1. Worked with **Karvy Stock Broking Ltd.** as an **OFFICER** from 10th January 2014 to 8th December 2015.

**WORK PROFILE:**

 Maintained the daily transactions data in the MS excel sheets.

 Prepared daily / weekly reports for different departments as per their standard formats.

 Answered to the daily query / complaint mails by customers.

 Mailed to head office and other area offices for co-ordination in the processes.

 Updated the report formats as per the instructions from the higher management.

 Contacted customers/agents to remove any discrepancy in the received data.

 Coordinating with all branch offices located in different states.

 Processed the Mutual Fund, Fixed deposit, NCD & IPO application.

 Basically support to Distribution Division of East Zone and as well as Fortune department.

1. Worked with **Bajaj Capital Ltd**. as Senior Client Service Officer from 27th August 2012 to 31st October 2013.

**WORK PROFILE:**

My profile was acquisition of **New and Valued Customer** for the company through calls, retention of **old customers** with **providing fast and efficient service and** taking care of daily MIS of new sourcing products.

1. Worked with **HDFC Bank Ltd**. as **Customer Sales Executive**from **16th December 2012** to **30th July 2012**.

**WORK PROFILE:** My profile was to dealing and acquiring new customer for the bank as well as providing efficient service to the old customers. I have to deal with the entire banking product like CASA, Insurance, Fixed Deposit, Loans and Credit Card.

***CERTIFICATIONS:***

Certified NISM Series V-A Distributors Certification Examination 2015.

***PERSONAL PROFILE:***

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| **Date Of Birth** : | 12th July,1987 |
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| **Languages Known** : | Hindi, English, Urdu and Bengali. |
| **Sex** : | Female. |
| **Marital Status**: | Married. |
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| **Hobbies**: | Playing badminton, listening music, surfing the internet. |