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Date of Birth: 02-10-1990

**OBJECTIVE**

To work and acquire knowledge in a financial sector where my skills will be used to the maximum extent thereby benefiting the firm and self.

**EXPERIENCE**

**Axis Bank LTD (Mumbai) as Asst. Manager (July-14 to Aug-15)**

Relationship management

* Handle HNW (High Net Worth) Customers
* NRI
  + Handle NRI Remittances.
  + Conduct foreign currency transactions for overseas travelers.
  + Expand NRI Database.
  + Developing NRE/NRO Account
* Identify & creating customer needs and refer customers to appropriate banking services and specialists.

Promote Cross Selling

Sell various products like

* + Saving/ Current Accounts.
  + Loans for Housing, Personal, Business, Vehicle etc
  + Life & General Insurance.
  + Demat Accounts
  + Mutual Funds.
  + Credit Cards.
  + Fixed Deposits

Operations Management

* Attend customer enquiries & resolve customer grievances within stipulated time frame.
* Adherence to KYC norms.
* Maintaining Due Diligence & Compliance of Banking Norms.
* Report Fraudulent or Suspicious Activities.
* Follow the SOP & improve the process (if need be).
* Handle Audit (External/Internal) requirements.
* Deliverable’s Management

Bank Teller (Cashier)

* Accept money/ cheque deposited by customers, verify records and receipts, and credit customers' accounts.
* Pay money to customers according to cheque, and debit customers' accounts
* Balance cash and advise supervisors of cash position or discrepancies.
* Petty Cash management.

**SCHOLASTI C RECORD**

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| **Degree/University** | **Institution** | **Year** | **Score** |
| M.Com (Part I & II) – Business Management | Mumbai University | 2013-15 | Cleared |
| PGDM in Finance | ITM Business School, Kharghar | 2012-14 | 63.33% |
| B.Com (Mumbai University) | Mulund College Of Commerce | 2011 | 63.00% |
| Class XII (HSC) | Mulund College Of Commerce | 2008 | 64.50% |
| Class X (Board) | Holy Cross Convent High School | 2006 | 61.06% |

**SUMM ER INTERNSHI P**

Worked as an intern at **IDBI Bank Ltd**., Corporate off. Mumbai (Jan 3, 2013- March 9, 2013)

**Project:** Global economic factors affecting Indian Equity market & influence of FII’s on Indian Equity mkt

Worked as an intern at **Bank of India**, Thane (Main) (April 3, 2013 – June 3, 2013)

**Project:** Credit Management in Bank of India.

**TECHNICAL KNOWLEDGE**

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| --- | --- |
| **OPERATING SYSTEMS** | **APPLICATION TOOLS** |
| MS Windows 2010  Finacale | Tally 0.9 |

**OTHER INTERESTS**

Dancing, Badminton, Share Market, Watching informative shows.