## Curriculum Vitae

**KUNAL**

**Address: Meena Bazar, Bur Dubai, Dubai (U.A.E.)**

**Email:** **KUNAL.339368@2freemail.com**

**Career Objective:**

To excel in position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me, I will perform well in my fields, and I assure to uphold your quality standards, policies and procedures.

**Core Competencies:**

**Computer literate :** Proficiency in the use of Microsoft Software packages .

**Organization skills :** Good time management, Ability to priorities work load,

**Communication skills :** Face to face, Telephone & Written.

**Leadership :** Ability to establish a team effort that promotes working towards

 Common goals.

**Personal skills:**

* Team Player
* Quick Learner
* Helping Nature
* Multi Tasking
* Open Minded

**Work experience:**

**Organization:** **YES BANK LTD.**

**Designation:** **BRANCH SERVICE PARTNER.**

**Duration:** **18th September 2015 to 23rd December 2016**

**Job Profile:**

* Creating Healthy Portfolio for Customers.
* Handling Locker Operations,Executing Transactions,Processing Account Opening & Instructions.
* Providing Customers service as a single contact. Providing recommendations on Bank products.
* Helping Customers with Account Opening, FD, RD, Mutual Fund, Insurance and other Investment products.
* Solving Customer queries related to their accounts & banking transactions.
* Handling all Banking related processes.

**Educational qualification:**

* 2014 B. Tech in Computers from Shridhar University and secured 70.30%.
* 2010 H.S.C from Anglo Junior College Maharashtra State Board and secured 67.00%.
* 2008 S.S.C from R.J. Makhecha High School Maharashtra State Board and secured 63.07%.

**Certification:**

* Successfully completed ‘Post Graduate Program in Branch Banking Services’ from Institute of Finance Banking & Insurance (IFBI) of NIIT Institution in 2015.

**Extracurricular activities:**

* Participated actively in Cultural and Sports activities throughout the School & College.
* Organizing Member of ISKCON FOOD FOR LIFE 2011, 2012, 2013 in Mumbai.

**Personal data:**

* Date of Birth : 7th May 1992
* Marital status : Unmarried
* Gender : Male
* Nationality : Indian

**Languages Known:**

* English
* Hindi
* Marathi
* Gujarati

**Declaration:**

I hereby declare the information furnished above is accurate and true to the best of knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

