**TARANUM**

Email: taranum.339765@2freemail.com

Al Fahidi, Bur Dubai.

To work for an organisation which will help me in value addition and serve as a spring board to move ahead in my career by providing me interesting career opportunities.

* A resourceful team leader with effective people management skills.
* Self motivated individual with lots of patience.
* Ranked 1st in Final year in college
* Ranked 5th in college in 1st sem and in top 10 in 2nd & 3rd sem.
* Attended NCC seminar held in Sachivalaai

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| --- | --- | --- | --- | --- |
| **Academics** | **College/School** | **University** | **Year** | **Marks** |
| Bachelor in Mass Media(Journalism)Sem-6 | K.E.S Shroff College of Arts and Commerce. | Mumbai University | April – 2014 | 64% |
| Bachelor in Mass Media(Journalism) Sem-5 | K.E.S Shroff College of Arts and Commerce. | Mumbai University | October – 2013 | 60% |
| H.S.C(commerce ) | Fr. Agnelo English School. | Gujarat Board | March - 2010 | 74%% |
| S.S.C. | Fr. Agnelo English School. | Gujarat Board | March – 2008 | 57% |

**Professional Experience**

* Worked with **HDFC Bank Ltd.,** Dadra as a **Teller** since 21/09/2014. Handling day to day operational work pertaining to branch; handling all the activities including, cash deposit, withdrawal, fund transfer, rtgs. Neft, demand draft issuance and also taking care of processing cheque clearing. Handling customer queries and resolving the same within TAT. Contributing in branch business by generating and closing leads as and when required.
* Also made a project on catchment scooping of Dadra and Nagar Haveli ( power point presentation )
* Working with **Kotak Mahindra Bank Ltd** Silvassa as a **Deputy Manager (Teller)** since 28th September 2015 till 31st March 2016.
* Handling day to day operational work pertaining to branch; handling all the activities including, cash deposit, withdrawal, fund transfer, rtgs. Neft, demand draft issuance. Handling customer queries and resolving the same within TAT. Contributing in branch business by cross selling products like CASA and Life insurance.
* Working with **Yes Bank Ltd** Silvassa as a **Senior Officer (Customer Service Executive)** since 21th April 2016 till date.
* Handling customer queries and resolving the same within TAT. Contributing in branch business by cross selling products like CASA, Loans,Credit card and life insurance.Processing account opening forms and resolving the same.

 *Computer Proficiency:*

* Proficient in the use of MS. OFFICE and MS. POWER POINT
* Basic knowledge of QUARK EXPRESS 8

 Hobbies :

* Keen interest in reading novels.
* Good cooking ability.
* Also having keen interest in drawing & painting, making best out of waste, card making and editing pictures.

**Spoken**: English, Hindi, and Gujarati| **Written**: English, Hindi and Gujarati.

Date of Birth: 10th November, 1991.

Marital Status: Unmarried.

Visa Status – Visit Visa

I hereby declare all the above information is correct to my knowledge and belief.

 -Taranum