To continue my career with an organization that will utilize my management, accounting and selling skills to benefit mutual growth and success.Competent and diligent professional with proven Leadership and decision-making skills, self-motivated with excellent financial analysis skills and critical thinking, pays attention to detail and works well under pressure. Able to prioritize to ensure that deadlines are met whilst maintaining a high standard of analysis and insight.

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| **ACADEMIC QUALIFICATIONS** |

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| **Course** | **Institute/College****/School** | **University/ Board** | **Percentage/ CGPA** | **Year of Passing** |
| PGDBA | Adarsha Institute of Management | Goa University | B | 2015 |
| B.Com | Goa University | Goa University | 70% | 2013 |
| Std XII | Government Higher Secondary,Valpoi | Goa Board | 57% | 2010 |
| Std X | Unity High School | Goa Board | 53% | 2008 |

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| **INTERNSHIP & PROJECTS** |

## Schneider Electric India Ltd, Verna, Goa (28th April 2014 – 12th July 2014)

* Role: Management Trainee
* Responsibility: worked under each department to complete the project assigned (StockManagement)

## HDFC Bank Ltd (24TH December 2014 - 28TH DECEMBER 2017)

PERSONAL BANKER / ASSISTANT MANAGER

* Evaluated and improved quality of portfolios, credited for consistently maintaining highest quality portfolios, which included managing highly sensitive corporate relationship.
* Ensured accurate handling and monitoring of remittances.
* Achieved revenue and customer retention goals while increasing client profitability through relationship building, outstanding service delivery.
* Cross-sold bank products and services to increase sales and revenues.
* Balanced daily cash transactions and reconciled daily transactions to ensure accuracy.
* Facilitated implementation of new and revised policies and procedures throughout branch and department.
* Helped new and existing clients open personal accounts, resolve issues related to online banking services, and navigate bank’s website; assisted corporate and small business account with online business banking.
* Unlocked locked accounts and provided temporary passwords to provide access to online accounts.
* Worked with advertising and marketing team to promote new product of company e.g. digitalization or life insurance product.
* Developed strong rapport with branch managers and provided administrative support at local branches during staffing shortages.
* Maintained strict confidentiality for all client information.
* Maintained and updated office process reports on a regular basis.
* Updated high-value profiles and portfolios for important clients.

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| **COMPUTER KNOWLEDGE** |

* Proficient or familiar with technologies, including: Operating Systems – Windows XP\Vista\Windows7\8
* MS Word, MS PowerPoint, MS Excel and Photoshop

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| **PROJECTS** |

* Project on feasibility study to start a multiplex in town.
* Project on stock management in Automobile Corporation of Goa Ltd.

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| **ACHIEVEMENTS** |

* Awarded for achieving Bank Targets by Circle Head of the Bank.
* Felicitated by “Popular Front of India” for scoring distinction in B.com.
* Awarded for top 10 outgoing students from college.

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| **EXTRA CURRICULAR ACTIVITIES**  |

* Participated in banking programmes and competitions
* Participated in various inter college competition
* Member of organizing committee for the events “Razzle Dazzle” & “Puzzle Mania”.
* NSS volunteer.
* Member of Phoenix Club.