

SUNITA DEVI

H.N. 157 , M.C. Colony Sirsa (Haryana -125055)
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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

- **HDFC LIFE Insurance Company Limited**
12/07/2021 - Upto Now
SDM - Banca (operation)
I handling all the channels Insurance products as well as when a new Insurance product launches then giving training to Hdfc Bank employees in all 14 Branches Sirsa.
- **ICICI Bank Ltd**
13/08/2019 - 05/06/2021
CPA Manager
Log in Home loan file's
Scanning files
CAMS ,CIBIL, APS Entry
Banking,I view etc
Credit Operation working
And file's Dispatch Or Mark's query in Home loan file's.
All over operation working in Home Loan Department.
- **Coaching Centre Chakkan**
01/08/2018 - 10/08/2019
Tutor
I teaches Math , Chemistry, Physics, English and Reasoning also.
- **Idea Care**
10/06/2018 - 01/12/2018
Sales Executive
Customer Handling work's
Or
Sales Postpaid SIM

EDUCATION

- **Bsc - N.M.**
July - 2019
Choudhary Devlal University Sirsa-Haryana
70%
- **Board of School Education, Haryana**
March - 2017
(10+2)th
83%
- **Board of School Education, Haryana**
March - 2015
Matriculation
86%
- **IGNOU**
2021
M.A. - ENG
Pursing

COMPUTER SKILLS

- Kushalta Vikas Kendra (Sirsa Loksabha)
Basic Course in Computer Application
- PMKVY- Skill India
Domestic Data Entry Operator

SKILLS

- Hard Working who would not Compromise any Dishonesty in life or work
- Problem Solving
- Decision Making
- Strong Determination Self confident
- Sense of Responsibility

INTERESTS

- Stage Holding
- Feel Happiness to learn new things Every Day
- Surfing Through Internet

PROJECTS

- **Data Base Development**
Guided team in the Development of Bank
Improved the Consistency, Recoverability And Accessibility of Data.

PERSONAL DETAILS

- Date of Birth : 13/03/1999
- Marital Status : Married
- Nationality : Indian



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