Resume

Deepak Kumar Sharma

Permanent Address: A7, Ranipur Thdc, Haridwar.

Mobile: 9599496962

deepaksh. 13021989@gmail.com

**Career Objective**

To work in a competitive business environment driven by vision through continuous knowledge enhancement. I believe in rendering my best services through hard work and perseverance for the growth of the organization. I seek a career not merely a job.

**Work Experience**

Working as a Process Associates in **The Royal Bank of Scotland (RBS) Business Services,** Gurgaon since September 2012.

Working in **Account Closure Department**, where we have to close Retail Accounts of UK based Customers.

**Bankline Authoriser** – Bankline is the gateway where we can transfer the funds to other bank.

Also have knowledge of New and Amend of Standing Order and Direct Debits, Database Amendments.

Prepare MI Reports on Daily basis.

**Supervisory access** to verify user’s payments and transactions.

Always the star performer in the team.

* Graduate from **Delhi University.**

**Academic Qualifications**

* **12th.Class:** Passed in 2007 from UP BOARD
* **10th.Class CBSE:** Passed in 2005 from CBSE.

**Linguistic Proficiency**

* English
* Hindi

**Key Skills and Attributes**

* Good communication and interpersonal skills.
* Analytical approach.
* Aggressive target oriented personality.
* Hard working, Enthusiastic and Honest.
* Can work beyond normal working hours.
* Able to handle sensitive information in a professional way.

**Computer Application**

* MS Office – MS Word, MS Excel.
* BackOffice (Image and Workflow)
* **Hobbies**
* Traveling

**Personal Details**

Date of Birth : 13th feb 1989

Gender : Male

Marital Status : Married

Date:………………….. Deepak Kr Sharma

**(Signature)**