

CURRICULUM VITAE

Reshu Agarwal

Communication Address: Flat No 5/504, Hill Crest Society, GB Road,
Manpada, Thane West, PIN 400601

Contact No : +91 7409057454

Email id : reshuagarwal826@gmail.com

Objective

To utilize my skills and qualities in a reputed and competitive working environment. For contributing towards the growth of the organization through my analytical ability, academic credentials and enthusiasm to work.

Work Experience

May 2021 to May 2023: **Retail Banker**
AMMCO Bank
Muzaffarnagar, UP

- Handling all kinds of loan files to process for disbursement.
- Taking care of backend processes for banking operations.
- Follow up with customers and resolve their queries.
- Cross sell to customer according to their requirements
- Working on Audit queries for its resolution within TAT.
- Handling Cash Counter sometimes.

Educational Qualification

Qualification	Year of Passing	Department/School	University/ Board
M Com.	2019	Commerce	CCS University
B Com.	2015	Commerce	CCS University
12 th	2012	SD Girls Inter College	UP Board
10 th	2010	SD Girls Inter College	UP Board

Additional Course

- **Internship**/Trainee at ICICI Bank, Muzaffarnagar from Dec 2019 to Feb 2020.
- Post Graduate Certificate in Retail Banking from IPB, Dehradun in 2019.
- Advance diploma in Computer Application in 2015

Key Skills

- Working on Steller software
- Familiar to V-lookup, H-Lookup, Pivot Table and Data Functions.
- Well versed with MS Office
- Skilled in customer relationship management
- Proficient in customer service, handling cash and electronic transactions.

Strengths

- Strong Attention to details
- Pro-active, Fast learner, Goal Oriented and drives for resolution of problem.
- An ability to work in deadlines.

Personal Details

Name	: Reshu Agarwal
Date of Birth	: July 06, 1996
Sex	: Female
Languages Known	: English, Hindi
Marital Status	: Married
Husband's Name	: Mr. Harshit Prakash Garg
Permanent Address	: H No 215, Kundan Pura, Muzaffarnagar Uttar Pradesh, PIN 251001

Declaration

I hereby declare that all the information provided here is correct to the best of my knowledge.

Reshu Agarwal