CURRICULUM VITAE

**Reshu Agarwal**

# 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 |
| 12th | 2012 | SD Girls Inter College | UP Board |
| 10th | 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