

# CHRISTOPHER D SILVA

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## PROFESSIONAL SUMMARY

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I am searching for a demanding position where I can effectively improve my skills and expertise. My goal is to work hard, learn and use all of abilities with complete dedication in order to provide the most advantage to the organization.

## EDUCATION

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**MBA (Finance and HR)** **CGPA: 7.89** **Feb 2023 – Oct 2024**  
Srinivas Institute of Management Studies, Pandeshwar, Mangalore.

**B.COM** **CGPA: 7.29** **June 2019 – Sep 2022**  
St. Philomena College, Puttur, Mangalore.

## EXPERIENCE

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### MCC BANK LTD (The Mangalore Catholic Co-Operative Bank Limited) Mangalore

#### Junior Assistant on Contract basis

**Dec 2024 - June 2025**

- Managed the end-to-end process for opening Savings, Current, and NRE accounts using CBS software. Experience in opening new accounts, updating KYC details, and managing customer information within the CBS.
- Cash Handling Accurately managed a high volume of cash transactions, including deposits, withdrawals, and check processing. Skilled in managing a cash counter, counting, and balancing cash at the end of the day.
- Processed RTGS & NEFT transactions accurately to ensure timely fund transfers.
- Initiated Gold Loan applications, handling documentation and entry into the CBS system.
- Provided customer support by updating passbooks and generating account and loan statements.
- Customer Service Friendly and professional attitude with a focus on helping customers with their queries and needs.
- Managed inward and outward clearing of cheques.

### Internship - Econo Broking Pvt. Ltd – Mangalore

**2023**

- Assisted in financial data analysis
- Acquired experience regarding stock market and trading

### Super Market – Sakleshpur

**2022**

- Cashier, Billing Associate
- 3 Month work experience in super market

## PROJECT PROFILE

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Worked on Understanding A Comparative Study on Risk and Return Analysis on Sensex Stocks of Markets.

## SKILLS

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|-----------------------------|---------------------------|------------------------------|
| • Financial Analysis        | • Digital Marketing       | • Reporting & Analysis       |
| • Project Management        | • Data Analytics          | • Leadership                 |
| • Team Work                 | • Effective Communication | • Problem Solving            |
| • Account Reconciliation    | • Retail Banking          | • Banking Operations         |
| • Cash Management           | • Account Management      | • KYC Verification           |
| • Customer service          | • Typing                  | • Account opening Procedures |
| • Loan Services             | • General Ledgers         | • Accountpayable& receivable |
| • (CBS) Core Banking System |                           |                              |

## LANGUAGE

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- English
- Hindi
- Kannada
- Konkani

## CERTIFICATION

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- Completed Certificate From Deloitte Data Analytics Job Simulation
- Completed Various Certificate Courses in Infosys Spring Board.
- Completed Various Certificate Courses in Great Learning.
- Participation Certificate National level Management fest Magma.

## COMPUTER SKILLS

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- Completed my computer courses by learning MS office, Excel, Power Point, Tally, Typing, Nudi.....etc. Mathrubhumi Computer Coaching, Sakleshpur.

## HOBBIES

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- Cricket
- Music
- Editing

## RELATED COURSES

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- Introduction to SAP
- Introduction to digital marketing
- Decision – Making in Management
- International HR Compensation Management Course

## DECLARATION

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I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Place: Sakleshpur