

CURRICULUM VITAE

Sunaina Sharma

24, Female

E1/236 Sector 11 Rohini Delhi

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Career Objective

Seeking a responsible position in an organization, which gives me a chance to improve knowledge, enhance my skills and enable me to strive towards the overall development of the organization.

Educational Qualification

COURSE	BOARD/UNIVERSITY	SCHOOL/ COLLEGE	YEAR OF PASSING
Graduation (B.Com Hons.)	Delhi University	Satyawati College	2011
XII	CBSE	Sachdeva Public School	2008
X	CBSE	Sachdeva Public School	2006

Professional Certifications

CERTIFICATION	INSTITUTION
Post Graduate Diploma in Banking Operation	IFBI
NSDL Depository operational Module	NCFM

Work Experience

Last Company: ICICI Bank Ltd.

Branch: Sector 38, Chandigarh

Job Profile: Officer/Value Banker



Job Responsibilities:

- Administrating all operational work
- Ensuring optimal level of customer satisfaction
- Ensuring compliance to all policies and procedures

Experience: Worked with ICICI BANK Ltd from July 2012 Till August 2013

Achievements:

- Certificate of Excellence for outstanding performance in contest AARAMBH .
- Certificate of Appreciation in contest of INSTA CARDS.
- Certificate of Appreciation in contest PRATHAM (for Life Insurance)

COMPUTER KNOWLEDGE

Computer Basics MS - Office, Internet.

Specialized Skills

Ability to grasp things faster, innovative, goal oriented, punctual, hard-working and a strong desire to learn and succeed are some of the assets I possess.

HOBBIES

Have Interest in Outdoor Games, Reading Books and Listening Music.

PERSONAL PROFILE

Father's Name	Sh.Brij Bhushan Attri
Permanent Address	E1/236, Sector 11, Rohini, Delhi
Date of Birth	17-NOV-1990.
Gender	Female.
Marital status	Unmarried.
Language Known	English & Hindi.

I hereby declare that above information are true to best of my knowledge

(Sunaina Sharma)

Date –

Place –

