

# RESUME

## KAWALJEET SINGH TUTEJA

### Late Sri Rajendra Singh Tuteja

Vill.& post – Main Road, Jairamnagar

Block – Masturi, Distt. – Bilaspur (C.G.) Pin - 495550

Email :- [kawaljeet1605@gmail.com](mailto:kawaljeet1605@gmail.com)

M . N . - 8103604500

## Objective

To work in a challenging environment where my knowledge & skills can be best utilized and there by I would get a chance to learn and grow along with the growth of the organization.

## Academic Qualification:-

S. No.	Class	University/Board	Year of Passing	Percentage
1	10 <sup>th</sup>	C.G. BOARD RAIPUR	2007	62.8 % 1 <sup>st</sup>
2	12 <sup>th</sup>	C.G.BOARD RAIPUR	2009	81.8 % 1 <sup>st</sup>
3	BCA ( Bachelor of Computer Application )	G.G.U Central University Bilaspur	2012	61.75 % 1 <sup>st</sup>

## Extra Qualification :- Tally 9.0 Accounting Course in Computer

## Hobbies:-

- Playing Cricket and Chess
- Listening Music
- Web Surfing
- Social Media Activities.

## Work Experience 2+year's

Company Name – Axis Bank Ltd.

Job Title: Officer-Sales.

Duration: 4 August 2012 To 23 May 2014.

Location: Jairamnagar Branch Distt.- Bilaspur (c.g.)

And Now From After 23 May 2014

Present Location: Mangla Chowk Branch Bilaspur.

Presently working in Axis Bank L.T.D As a Officer grade in Sales department From 04 /08/ 2012 handling the duties of –

- \* Current and Savings Accounts Opening.
- \* Life Insurance , Fixed Deposite , Rd.
- \* General Insurance & many other duties towards customer delight.

### Achievements Awards & Recognition :-

Certificate For Outstanding performance in emerging star club in CASA(Current and Saving A/C) in year 2012-13.

### Personality Skills :-

-A high energy enthusiastic and dependable individual who excels in challenging and competitive environments.

### Computer Proficiency:-

- Working knowledge in Oracle Software (HRMS).
- Working knowledge in Enterprise Tracking System (ETS) Entry and telesmart entry for account opening forms.
- Working Knowledge in Ms Office/Word/Excel.

### Competencies & Skills:-

- Punctual
- Hard Working
- Positive Attitude.
- Like to take responsibilities.

### Personal Details:-

Name	:- Mr. Kawaljeet Singh Tuteja
Father's Name	:- Late Shri Rajendra Singh Tuteja
Date of Birth	:- 16/05/1990
Sex	:- Male
Religion	:- Sikh
Marital Status	:- Unmarried
Language Known	:- Hindi, English
Nationality	:- Indian

### Declaration

I hope that above written details will suit to your requirement. If you give me a chance to work under your kind control, I will be very grateful to you and will make my best efforts to the extent possible in contributing the organization. I hereby declare that the information furnished above is true to best of my knowledge.

Place:- Jairamnagar

Signature

Date:-

Kawaljeet Tuteja