

Vibha Kapoor
426, Sector-1
Vasundhra, Gaziabad (UP)
Mob: +91-9999594954
Email: vibha.kapoors@gmail.com

Dear Sir

I am B.tech graduate from Punjab Technical University Jalandhar (Punjab). I have worked as Deputy Manager in HDFC Bank for 5 year as per following tenure:-

1. December 2007 to May 2011 Branch Barewal, Ludhiana.
2. June 2011 to February 2012 Branch Sector-63, Noida.
3. August 2012 to February 2013 Branch Mayur Vihar II Delhi

I have extensive experience in liaising with senior level Management, both within my workplace and with our clients.

I believe that both my skills and personal attributes match the requirements you seek for this role and that I would be able to effectively contribute to the team and the organization.

I would appreciate the opportunity to meet with you to discuss my application and look forward to hearing from you soon.

Yours sincerely

Vibha Kapoor

RESUME

Vibha Kapoor

426, Sector-1, Vasundhara, Ghaziabad

Email: vibha.kapoors@gmail.com

Objective:

To associate with an organization which gives me a chance to learn and to deliver my best in Challenging environment...

Academic Qualification:

Diploma in Business Management from IMT Ghaziabad through distance learning program.

B.Tech (Electronics & Instrumentation) from **Institute of Engineering & Technology**, Bhaddal, Ropar, Punjab with an aggregate of 68.83% marks Year 2004

XII with Physics, Chemistry and mathematics from Govt. Girls Sr. Sec. School, Ludhiana (April 2000)

Work Experience:

Worked with **HDFC Bank LTD.**

as a **Deputy Manager(Personal Banker-Welcome Desk)**

as per following tenure:-

1. December 2007 to May 2011 Branch Barewal, Ludhiana.
2. June 2011 to February 2012 Branch Sector-63,Noida.
3. August 2012 to February 2013 Branch Mayur Vihar II
Delhi

Job profile covered areas such as:

Expertise on System Operations

Customer relation management skills

Cross Selling of Bank Products

Sale of TPP Products

Mainly worked upon **Finacle** as a branch

Banking software in eCBoP, handling all the cash- non cash Transactions, queries, deliverables.

And also worked upon **Finware** and **Host** as the Branch Banking and system operations Software in HDFC.

Achievements:

Employee of the year awarded in 2010.

Received many Appreciation Certificates from Management.

Worked in Jindal Electricals as Technical and Business Development Officer for a period of one Year.

Job Profile:

Submitting Quotations to the clients and its follow up till its finalization..

Achievement:

Was promoted as Management Representative to

Maintain the ISO 9001- 2000 Standards.

Documentation of Company files, maintained paper work, Certificates in accordance with ISO format.

PERSONAL PROFILE:

Date of Birth: 1st March, 1982

Marital Status: Married

Vibha Kapoor