

CURRICULUM VITAE

NAME: LAISHRAM BABITA DEVI.

CONTACT NUMBER: 8118905342.

E.MAIL ADDRESS: babitalaish1911@gmail.com.

CAREER OBJECTIVE:

A challenging and rewarding position as a commercial banking executive that utilizes my expertise and To take my career ahead at higher position with my continuous learning behavior and positive attitude for more growth of the organization.

KEY SKILL:

- Working knowledge of Microsoft outlook ,work and excel.**
- Positive attitude.**
- Committed towards work.**
- Good logical and analytical skill.**

- Learn independently.
- Never give up attitude.
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WORKING EXPERIENCE: 3years work experience in ICICI Bank as customer Service Officer (12th March 2012- 11th May 2015).

RESPONSIBILITIES:

- Cash Handling.
- Front Desk Customer Service.
- Involved in clearing ECS, specially CMS activities which includes Outward ,transfer clearing and outstation lodgement ,IPS, IPAY,CBSS etc.
- Account Opening etc.

BUSINESS DEVELOPMENT:

- utilizing client feedback and personal network for generating leads, successfully converting them,thereby achieving growth in revenue.

EDUCATIONAL QUALIFICATION:

NAME OF DIVISION EXAMINATION	NAME OF YEAR OF UNIVERSITY PASSING
AISSE 1ST	CBSE 2004
AISSCE 1ST	CBSE 2006
GRADUATION 1ST	MANIPUR UNIVERSITY 2009

CERTIFICATION COURSE:

6 months Post Graduate Diploma in Banking Operations (PGDBO) course from IFBI Guwahati with A Grade.

PERSONAL DETAILS:

D.O.B: 19/02/1989.

FATHER'S Name: LAISHRAM SHANTI SINGH.

ADDRESS: Top Khongnang Makhong, Imphal East, Manipur.

PIN CODE-795001

LANGUAGES KNOWN: English, Hindi, and Manipuri.

Strenghts : Well organized and dedicated with a positive attitude. Hard working , honest and punctual about time.

DECLARATION :

I hereby declare that the above mentioned details are true and have been duly revised for consideration.

LAISHRAM BABITA DEVI