

Professional Profile

MISS DIPTI PATHAK

Warkar Apt., Amrai Road

: Mobile: 0 8454870204

Karjat Raigad 410201

: dips412@gmail.com

Mahatashtra, India

Birth Date : 04/12/1985.

Career Objective

- *Intend to build a career with leading organizations in challenging environment with committed and dedicated people, which will help me to explore myself fully and realize my potential working as a key player.*

Outline

- *Around Three Years of banking work experience.*
- *Currently Working in Retail Banking with HDFC BANK Ltd, Navi Mumbai (27 months)*
- *Six months working experience as a temporary clerk in SARASWAT CO-OP.BANK, Thane (6 months).*

Academic Background

- Secondary (2000-2001)
 - Passed with First Division - 64.80% MUMBAI BOARD
- Higher Secondary (2002-2003)
 - Passed with First Division - 61.67% MUMBAI BOARD
- Graduate in B.Com (2003-2005)
 - Three Years Full Time Graduation Course - 55.43% MUMBAI UNI.
- Post Graduate in M.Com(2006-2008) PUNE UNI .- 51.50%

Additional Qualification.

IRDA Certified.

AMFI -NISM Certified

CERTIFIED COURSE OF INDUSTRIAL ACCOUNTANT FROM ICA WITH

- COMPUTER APPLICATION
- ADVANCED PRATICAL ACCOUNTS
- FINANCIAL ACCOUNTING
- PDP & **EFFECTIVE COMMUNICATION.**

- MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)

Work profile

June 2011 – Till Date HDFC BANK Ltd, Navi Mumbai, India

Role: Liability Co-ex Retail Banking.

Reporting to : Branch Manager.

Actively involved and responsible for following roles:

- Experienced in dealing with all kinds of the customers
- Opening new bank accounts for individuals and also companies
- Ensure compliance with Banking Rules, Regulations & Procedures.
- Responsible for High Quality Service and Customer Relationship Management.
- Ensure achievement of overall Targets by generating business and cross sale
- Handling customer queries face to face, over the phone or via correspondence.
- Marketing new financial products or services.
- Presenting information clearly to customers, work colleagues and third parties.
- Representing the bank within the local community.

May 2008 – Dec 2008 Saraswat Co-Ope. Bank, Thane.

Role: Six months working experience as a temporary clerk

Reporting to Branch Manager.

Actively involved and responsible for following roles

- Operational work i.e. cheque clearing, pass book printing, transfers, salary uploading & other banking work welcome desk
- Relationship management.

Skills and Attributes

Time Management,, Ethics, Self-Motivated,

Good communication, Hard working, punctual, Honest.

Reference

Available on request.



Dipti pathak

Mumbai