

AKANKSHA MANDHYANI

Objective

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and utmost endeavors in the task entrusted to me.

Professional Profile

- Work experience with WNS Global Services and Bank of America.
- Confident team player with the ability to motivate and communicate for achieving excellent implementation of plans
- Fast learner with sound analytical, communication and interpersonal skills.

Professional Experience

WNS Global Services, Gurgaon

Working for Outward Remittance of Mashreq Bank (Dubai) as an Associate from November 13 Till present.

Key Job Responsibilities:

- Manages the .Online transactions and the Funds transfers submitted by the customer.
- Ensures to give the highest Productivity with accuracy .
- Providing floor support to assist new hires and mentor them.

Key Job Achievements:

Received the '**Shining Star Award** 'for Outstanding Performance for Quarter. Also received the right to authorize the fund transfers within 1 year of experience

Bank of America, Gurgaon

Worked for 15 months with HRD (Home Retention Department) of Mortgage Team.

Education

- Ø BBA in banking & insurance from GGS Indraprastha University in 2011 with 69 %
- Ø - Higher Secondary 12th – (ISC Board) with 83% in 2008
- Ø - Secondary School 10th –(ICSE Board) with 77% in 2006

Proficiency

Technologies : Internet.
Software Packages : MS Office (Excel, Word, Power Point)

Personal Details

Father's name : Late Mr.MD Mandhyani

Date of Birth : 28th feb 1990

Age : 24 yrs.

Nationality : Indian

Marital Status : Single

Email ID : akanksha.man010@gmail.com

Mob: 9873013147

Languages Known :

Read, Write and Speak –English and Hindi

Interests and Hobbies:

- Fond of Travelling and exploring new places.
- Unwind myself by listening Music, Driving, Watching movies, Hanging out with friends.

DECLARATION

I hereby declare that the above details are true to the best of my knowledge and that I will do my best for the good of the organization.

Date :

Place: New Delhi

(AKANKSHA MANDHYANI)