

SAKSHI GUPTA

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OBJECTIVE:

To work for an organization which will help in value addition and will serve as a spring board to move ahead in my career providing me interesting career opportunities and harness the best of my caliber.

PROFESSIONAL QUALIFICATION:

- **Certification in Credit Risk Analysis from National Stock Exchange**
Pursuing
- **Post Graduate Diploma from 'Jagannath International Management School' (JIMS) AICTE approved, New Delhi (2009-2011)**
Scored first division, Core subjects : Finance & Marketing (Dual specialization)

EDUCATIONAL QUALIFICATION:

- **Graduation B.A. Programme from University of Delhi, Delhi**
Scored Second Division in 2008, Core subjects include Economics, Mathematics, Hindi, English and Computer science.
- **C.B.S.E XIIth Board Exam from S.D.Public School, Punjabi Bagh**
Passed in 2005, First Division
- **C.B.S.E Xth Board Exam from S.D.Public School, Punjabi Bagh**
Passed in 2003, First Division

ACHIEVEMENTS:

- Business Achiever's Award (Yes Bank, December 2011)
- Consistent Business Achiever's Award (Yes Bank, January 2012)
- Insurance Pride Trophy (Yes Bank, Sept 2012)
- Annual Conference Top 10 Qualifier (Yes Bank, July 2012)
- Invited for Yes Bank Conference in Dubai as an Achiever
- Attended consistent performer conference with Regional Head
- Winner of Golden Sip Challenge (Yes Bank, December 2011, 2012)
- Scored first in core subjects :Projects management, Strategic management and Planning

WORK EXPERIENCE:

Company : **ING Vyasya bank Ltd**
Position : Customer Care Manager
Period of work : June 17, 2013 – September 19, 2013
Responsibilities :

- Finance operations, MIS reporting, Portfolio management and Business development.
- Maintenance of Accounts, ledgers and transactions.
- Maintaining regular flow of operations, financial transactions and reporting to business head.
- KYC checking and updating.
- Keeping regular checks on Compliance and Anti-money laundering.
- Communicating and Coordinating with various departments of business operations.
- Reducing operational cost.
- Daily tracking of database of clients.
- Maintenance of Accounts, ledgers and transactions.

Company : **Yes Bank Ltd**
Position : Client Relationship Partner
Period of work : November 14, 2011 – December, 18, 2012
Responsibilities :

- Providing financial expertise, and oversight .
- Recommending clients for managing their investments.
- KYC checking and updating.
- Building new relationships for the bank and enhancing current relationships.
- Portfolio Management for Business Banking Clients.
- Handling customer queries .
- Daily reporting of client database to business head.

Company : **LKP securities ltd**
Position : Finance Executive (Management Trainee)
Period of work : 1st April'10– 30th June'10
Project : Cost minimization and sustainable environmental concern.

- Introduced Electronic contracts form in place of paper contracts thereby minimizing the operational cost and increasing the environmental concern.

Company : **HDFC standard life**
Position : Management Trainee
Period of work : 1st September'09– 31st March'10
Project : To find out key sweeteners given by insurance companies and to compare their products with other competitors

- Analyzed competitor's strategy for retaining customers in hard times.

- Suggested various fallouts in retention of the customer base and ways to retain customers which helped in increasing the customer base.
- Calculated Correlation and cluster analysis in financial analysis.

EXTRACURRICULAR ACTIVITIES:

- Participated in various cultural programs.
- Took part in events organization at college and school.
- Attended various seminars at International level and State level.
- Participated in various environmental friendly activities (such as plantation, no to polybags, save paper etc.) in cultural society.
- Participated in various in-house competitions such as best sight of line of products and allocates, database management, client MIS generation and interaction.

SKILLS / STRENGTHS:

- Perseverance even after failure
- Leadership qualities
- Creative and determined

PERSONAL PROFILE:

Date of Birth	:	16 th October, 1987
Gender	:	Female
Father's Name	:	Late Vijay Kumar Gupta
Languages Known	:	English / Hindi
Marital Status	:	Married
