**URVASHI ARORA**

***WL 212, Basti Guzan,***

***Jalandhar City-144001***

***Punjab, India***

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***Objective***

* **Goal oriented, self-motivated with good leadership ability, communication and inter-personal skills.**
* **Positive attitude, self reliant, independent in nature**

***Academic Qualifications***

* **M. Com . Secured 58% marks. HP University, Himachal Pradesh.**
* **B.Com with Honours in Banking. Secured 62% marks from GNDU*.***

***Experience***

* **Kotak Securities Ltd - Since July, 2014**

***Job Profile***

**Working in the kotak Mahindra bank branches as KAM and handling jalandhar branches.**

**Keeping bank employees updated with Equity market developments by having various training programmes on regular intervals.**

**Achieving KRAs in the way of Opening accounts, getting margins infused and getting clients traded in the markets.**

**Keeping coordination with the Dealers so as to generate revenues in the form of the brokerages**

* **HDFC Bank July, 2011 to May, 2014**

***Job Profile***

* **Generated revenue for the organization by opening on-line trading accounts for customers.**
* **Handled Training Programmes for DEMAT and HSL Training for the employees of HDFC.**
* **Handled all types of queries from the customers regarding security trading.**
* **Contributed to the statistical information gathering for the bank by verifying and scrutinizing Information Performa including KYC forms.**
* **Coordinated with Depository Department to ensure continuity of the process of DIS verification.**
* **Opening saving and current accounts for the customer*s.***

***Professional Strength***

* **Proficient in computers. Done basic Microsoft Windows Course in 2010.**
* **Flexible :- have a willingness to learn and try new tasks. Also I adapt to new situations easily**
* **Dependable as completes my work on time and is always punctual at work. Completes my tasks with utmost dedication.**
* **Good at relationship building with peer group and customers**

***Personal Details***

**Date of birth : 20 March 1990**

**Place of birth : Jalandhar (Punjab)**

**Nationality : Indian**

**Hobbies : Art and Craft and Music**