**SANGRAM VIJAYRAO GARUD**

**PERMANENT ADDRESS**

**AT- PHADTARWADI POST-JINTI**

**TAL-PHALTAN**

**DIST-SATARA**

**MAHARASHTRA INDIA**

**PHONE -09423965299 07385448699**

**CAREER OBJECTIVE**

TO SEEK CHALLENGING CAREER IN FIANANCIAL FIELD,THAT PROVIDES A CHANNEL FOR ENHANCEMENTS OF MY KNOWLEDGE AND STRENGTHS TO REACH THE ORGANIZATION GOALS

**EDUCATIONAL PROFILE**

B.A.WITH SECOND CLASS IN 2004

H.S.C.FROM KOLHAPUR UNIVERSITY,MAHARASHTRA,INDIA WITH SECOND CLASS IN FEB 2000

S.S.C. FROM KOLHAPUR UNIVERSITY, MAHARASHTRA, INDIA WITH SECOND CLASS IN MARCH 1997

**COMPUTER KNOWLEDGE**

ADVANCE DIPLOMA IN OFFICE AUTOMATION

MH-CIT ESPECIALLY IN MS-WORD, MS-EXCEL, MS-POWERPOINT

Internet Browsing

**WORK PROFILE**

1 MALOJIRAJE CO-OP HOUSING FIANANCE AUG 2005 TO DEC 2010

Handled all housing financial transactions in Malojiraje Coop bank.

2 HDFC BANK LTD EXPERIENCE FEB 2011 TOTILL DATE

Handled Account opening formalities, KYC Documents handling and verification on ground of initial scrutinizing authority. CASA achievements in terms of Value and numbers. Handled Insurance Leads and converted them to fruitful results. Current account opening formalities and Saving Account related documentation and form filling with proper validation. New Account opening lead conversion and building average balance in the same. Handled customer services like address change, Phone no change, providing knowledge for Internet banking and how to operate online banking online. Following up Ethical practices like Data confidentiality and secrecy for documentation on customers as well bank’s end. Timely achievement in contests in peak period.

**PERSONAL DATA**

1 DATE OF BIRTH -7th SEPT 1980

2MARTIAL STATUS – MARRIED

3 LANGUAGE KNOWN – ENGLISH , HINDI , MARATHI.

**OTHER**

HOBBIES – TRAVELLING , WATCHING MOVIES , PLAYING CRICKET

SANGRAM GARUD DATE

PLACE