**SUBARNA CHETTRI**

Room no. 105, Subhanchal Working Women Hostel, INA, Opp Vikas Sadan, New Delhi 110023

Ph No. 098I8095065 / 09871915065 Email- chettri.nannu@gmail.com

**PROFESSIONAL OBJECTIVE**

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

**JOB TARGET**

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**WORK EXPERIENCE**

* Working as Asst**. Manager**, Kotak Mahindra Bank, Kalkajee Branch, New Delhi.

**Oct 2013– Till Date.**

* Self sourcing for Saving Accounts, Current Accounts, Insurance through Market Activity and Telecalling.

* Handling Portfolio Customers and solving their queries.

Face-to-Face interaction with the customers, Attending the calls and meeting the customers.Logging the forms.

* Responsible to achieve Monthly Targets
* Worked as a Senior **Sales Officer (Liabilities),** HDFC BANK, Green Park Branch, New Delhi

**June 2009 – Sep 2013**

Self sourcing for Saving Accounts, Current Account, Attending the calls and meeting the customers, Sales Co-ordination, Audit, Training the Sales officers and logging the forms.

* Worked as Sales **Executive (Liabilities)**, HDFC Bank, Lajpat Nagar, New Delhi.

**– Feb 2007-Jan 2009**

* Self sourcing for Saving Account through Telemarketing.
* Generate Leads for the team.
* Responsible to achieve Monthly Targets.

**EDUCATION**

* B.A from North Bengal University in year 2006.
* High Secondary from West Bengal Board, (Girls High School, Kalimpong, Dist.Darjeeling) in 2003.
* Madhyamik l from West Bengal Board, (Girls High School, Kalimpong, Dist.Darjeeling) in year 2001.

**PERSONAL DETAILS**

**FATHERS NAME** : Shri.Krishna Kumar Chettri

**DATE OF BIRTH** : 03 Dec 1985

**PERMANENT ADDRESS**  : Jore Dhara Relli Road, Kalimpong. Dist Darjeeling, West Bengal.

**MARITAL STATUS**  : Unmarried

**HOBBIES**

Making friends, listen to Music, Traveling and Relationship development.

**DECLARATION**

I hereby declare that all the above information given by me is true to best of my knowledge.

**Date: …………………...**

**Place: ………………….. (SUBARNA CHETTRI)**