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| RÉSUMÉ |

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| ShahbazKhan **Address*:***  ***F-259 Karampura***  ***new Delhi***  **Email*:***  Khanshahbaz@live.com  **Phone No:**  91+9873278010  **Hobbies :**  To help in cooking to my Mother Photography , swimming ,Traveling and Reading | Career Objective  To work in a challenging environment that will provide opportunities for learning and growth with the best efforts for achieving organizational goal & at the same time having self-development through learning, exposure and seeking my own identity.  Academic Qualification :   * Class 10th from C.B.S.E St. Amtuls’s Public School Nainital Uttrakhand in 2006 * Class 12th from C.B.S.E R.A.N Public School Rudrapur in 2008 * B.com from Ram Lal Anand Collage Delhi University in 2011 * Post Graduate Diploma in Banking IFBI (NIIT) 2012 * Perusing MBA from Sikkim Manipal University * NISM certified dealing in Mutual Fund   Work Experience :   * Worked with Standard Chartered Bank as a Sr. Operation Offices from 25th April 2012 to 1st Sep 2014. * Working with FICCI (Federation of Indian Chamber Of Commerce and Industries) as a coordinator from 10th Sep till date.   Skills  **Working Training:**  **Handled different process in last 2 year.**  **1. Processing of account opening forms through different banking software.**  **2 Checking KYC of customer**  **3. Preparation of daily MIS**  **4. Checking of documents for account opening**  **5. Handling Current Account and saving account Fixed deposit opening process.**  **6. Preparation ROC Report**  **7. Handling Employee banking account opening.**  **8 Processing of Insurance Application and checking Insurance related documents.**  **9. Processing Finance Against Securities instruction received from customer.**  **10. Processing salary instruction from corporate.**  **11. Training program on Rules and Regulation regarding FEMA (Foreign Exchange Management Act)**  **12. Co-ordination of international meetings and meeting with different ministries.**  **Computer Skills :**   * Finacle Core Banking software * Basic computer knowledge Microsoft office * Good knowledge of Internet and related Technology * Other banking software * Microsoft Excel Training programs   **Application Software :**   * Microsoft Word, Excel & Word. * Basic Knowledge of Tally9.0&Erp9   Personal Details :   * **Date of Birth :** 14/12/1991 * **Father name :** Mr. Abrar Khan * **Nationality :** Indian * **Sex :** Male * **Marital Status :** Single * **Languages Known :** English & Hindi   Date:  Place: Delhi |
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