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##### H.NO: 392, Near Rastroli Temple,

##### New Vaddem – Vasco- Da -Gama,

Goa - 403802

##### MOB: + 919823191565

##### Email: sn38137@gmail.com

### OBJECTIVE sh2 007

To secure a career in a reputed organization, which appreciates professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company’s growth objectives, develop my career and excel in the related field.

# SUMARRY OF EXPERIENCE

* Working as Junior officer at HDFC BANK LTD.
* Takes on and achieve stretch challenges, targets
* Able to maintain contemporaneous records with clear, concise and accurate data.
* Ability to build and maintain good working relationships with all colleagues and ability to communicate confidently and professionally.
* Willingness to undertake further training as identified by the organization.
* Flexible to undertake other duties where appropriate
* Comfortable in buying and selling the benefits of technology.

# CAREER HISTORY

**Current Employer** : **ATLAS DOCUMENTATARY FACILITATORS COMPANY PVT LTD.**

**Company** : HDFC BANK LTD (Vasco Da Gama – Goa) Branch

**Position**  : Junior officer in outward clearing (Trainee– Processing Grade T)

**Period of Service** : 9 Jun 2011 -- till date

**Responsibilities**  :

 posting on Symbols: Normal clearing inward/outward

 Internal transfer from customer to customer account

 Issuance of Customer bank statement

 Ensure best customer services within the branch

To ensure compliant free customer care

 to ensure smooth branch operations

Maintaining cbdt token book for income tax challan

 Checking Title of Accounts on System

Maintaining current account lead register from clearing cheques

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### PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills .Very organized with professional approach.

Age & Date of Birth : 08 November 1988

Religion : Hindu

Marital Status : Single

Nationality : Indian

**ACEDEMIC & PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board / University** | **Percentage** | **Year** |
| BCA | MES College of Arts and Commerce | Goa University | 50% | 2009 |
| HSSC | MES College of Arts and Commerce | Goa Board | 63% | 2006 |
| SSC | Vaddem Nagar English High School | Goa Board | 48% | 2004 |

**Computer Knowledge** : MS Office, C, C++, PHP etc.

**Certificate of Achievement** : 1.Certificate of Participation in conference on Agile Methodologies

: 2.Done a website of Fairoz Real estates using PHP as Front end and MYSQL as

Back end

: 3.Certificate in Web Development Using HTML, CSS, PHP MYSQL, and JAVASCRIPT

**HOBBIES & INTERESTS**

Reading, writing, movies, music & photography

**PERSONAL STRENGTHS**

Friendly and easy going with people, keen observer, fast learner, able trainer & good listener

**REFERENCES**

**Mrs josna vir phadte Mr. Anuj Naik**

Deputy manager Personal banker authoriser

Hdfc bank vasco HDFC BANK VASCO

7798469005 9422058962

**Declaration**

The above information is true to the best of my knowledge**.**

Date 24**/06/2014**

**Supriya Naik.**