**CURRICULUM VITAE**

**Anita Jagdish Sharma**

Punjabi Colony,Br Bh-728 Dharamvilla Apt,Ulhasnagar-421003

Mob no:9673088000

aniaja1009@gmail.com

**Professional Experience:**

**ICICI Bank(June 2010 To Till Date)**

**Customer Service Executive**

**Job Profile : -**

* Services to customers related to cash, NEFT ,RTGS,DD, cheque deposits, and other general .
* verifying transactions related to cash and other transactions.
* Handling of cash transactions.
* Providing best services to make customer satisfy.
* Work on managed account portfolios for revenue generation.
* Managing portfolio of HNI customer and servicing
* Handling of forex transaction,including inward and outword remittance.
* Handling of Jewel loan transactions
* Ensuring that customers make us their primary bank
* Cross selling of Products to the customer,like: life insurance, mutual fund etc.
* Back up to Branch operation manager,for audit ,for handling clearing functions, for checking of transaction,for procedural compliance ,for leading other junior service team members etc.

**Achievements:** Awarded for excellence performance in work

**HDFC Bank(June 2008 To September 2010)**

**Sales Officer**

**Job Profile : -**

* Lead generation for casa ,life insurance, mutual funds and closing of that leads.
* Acquisition of saving and current account
* Cross selling of other product
* Managing existing Investment Portfolios of HNI Clients.
* Monitoring on Existing customer Account for Float in CASA.

**Achievements** : Awarded for contest Qualifying

**J.B Chartered Accountant Firm(May 2007 To Feb 2008)**

**Juniour Account Assistant  
Job Profile:**

* Maintainance of Books of Account of Firm
* Maintaining the Bank Reconcialation Statement
* Preparing the other Voucher of Firm
* Maintaining other Registers Of Firm
* Attending Clients call
* Solving client Queries

# **EDUCATIONAL QUALIFICATION :**

|  |  |  |
| --- | --- | --- |
| Qualification | University | Percentage |
| B.COM | Mumbai University | 73% |
| M.COM | Mumbai University | 54% |
| HSC | Maharashtra Board | 67% |

**COMPUTER KNOWLEDGE / CERTIFICATIONS :**

* IRDA Certified
* AMFI and NCFM appeared
* MSCIT Certifieds
* Basic in computer Application
* Tally 9 and 7.2 version

**EXTRA CURRICULAR ACTIVITIES :**

Achieved”SAHARA SCHOLARSHIP” as a Best Cadet in N.C.C

Awarded with Gold Medal in Firing in N.C.C

**PERSONAL INFORMATION :**

Date of Birth : September 10,1988

Languages known : English, Marathi, Hindi and Haryanvi

Maritial Status : Single

Date :

Place :Mumbai.

(Anita Sharma)