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| **Jagjit Singh**  **Email-**  **Jagjit\_singh75@ymail.com**  **Contact No:**  **82889-69624** **Permanent Address:** **# H.No.223, Street No 3**  **Kaki Pind, P.O. Dakoha**  **Jalandhar Cantt**    **Personal Data:**  **Father’s Name : S.Gurdev Singh**  **Date Of Birth** : **10th Aug, 1987**  **Sex : Male**  **Nationality : Indian**  **Marital Status** : **Single**    **Languages Known:**    **English, Hindi, Punjabi** | **Objective:**  Looking for a challenging position where I can utilize my skills & contribute in growth of organization with my sincere efforts.  **Education:**   * 1. Master Of Business Administration(FINANCE)   (P.T.U Jalandhar)  2005-2008 Bachelor of Commerce (B.Com)  (GNDU Amritsar)  2003-05 12th standard (Commerce)  Punjab School Education Board  2002-03 10th standard  Punjab School Education Board  **Additional Qualification:**   Cleared NCFM’s **Five** Modules i.e. **NCFM (Depository. Module),**  **Commercial Banking.in.India,**  **NISM(Depository. module),**  **Bank-king sector module, and**  **Securities operations & Risk Management.**   **IRDA Certified**   Cleared **AML-KYC** Exam under IIBF.  **Achievement:**   Awarded by NSE certified Market Professional  For Level One Certification to clear the Four NCFM Modules in a Year 2011-2012. |
| **Work Experience** | | |
| **Job Description:** | | |
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1. **Currently working with YES Bank Ltd as Branch Service Partner (Officer) in Branch Banking from 19thNov.2012 to till date at Begowal Location (Distt. Kapurthala).**
2. **Working experience with HDFC Bank Ltd under ADFC Pvt Ltd. 3.5years.**
3. **Working experience as Billing executive in PIMS(Punjab Institute of Medical & Science) time period Nine months.**
4. **Total working Experience 7(SEVEN) years.**
5. **Handling all Clearing as well as CMS Operations.**
6. **Handling S/W i.e. Cash-in, Fin ware, Flex cube, AT-PAR, Disbursement, RM Collection etc.**
7. **Handling Teller operations in the Branch.**
8. **Handling customer Queries and solve with in TAT.**
9. **Processing of Account Opening Forms.**
10. **Processing RTGS/NEFT requests of Customers.**
11. **Providing Depository services in the branch**
12. **Got good Rating in Audit.**

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| **Hobbies:** |

1. **Interacting with people.**
2. **Travelling**
3. **Reading Books**

**Declaration:**

**I do hereby declare that the above written particulars are best of my knowledge.**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLACE: JALANDHAR Jagjit Singh**

**REFRENCE:**

**Raj Kumar Choudhary**

**Circle Head**

**HDFC BANK LTD**

**Mob: 93169-15509**