### CURRICULUM VITAE

Ankit Surana

C/o Mr. Dhan Raj Surana

Current Address: Permanent Address:

46/78 Rajat Path, Mansrovar, Jaipur. 355, Behind Ravan Chok,

**Tel:** =+91-9785970559 Jyoti Colony, Deoli

**E-mail:**ankitsurana63@gmail.com Dis (Tonk) Raj

**OBJECTIVE:**

My goal is to work hard with efficient in which ever task I undertake and excellence in Finance and Banking Administration Seeking a position to actualize my skills and abilities, reaching zenith of professional growth while being resourceful, innovative and flexible.

QUALIFICATION:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Se.** # | **Year** | **Qualify** | | **Board/University** | **Subject** | | **Result** | |
| 1. | 2014 | | MBA (Executive) | Amity University | | Finance | | (7.38 CGP) |
|  | 2013 | | M.Com | Raj. University | | Business Adm. | | 2nd Div. |
| 2. | 2011 | | B.Com | Raj. University | | ABST, EAFM, B. Adm. | | 2nd Div. |
| 3. | 2008 | | 12th | Raj. Board of Se. Sec. Edu. Ajmer | | Commerce | | 1st |
| 4. | 2006 | | 10th | Raj. Board of Se. Sec. Edu. Ajmer | | All | | 1st |

**ProfessionalExperience**

**From 23/09/2011 and Continue...** with **Genpact Ltd** (BPO) as a **Process Associate** in **Banking and Finance** process **NAB.**

**As a Process Associate** -

* I have **4** year 1 month experience.
* Currently in the post of process associate under**BFSI** (Banking finance security & Insurance)with**NAB** (National Australian Bank).

**Process EFS(NAB)**

* I am in business banking **(EFS Express financial services).**
* Where we analysis businesses financials, there positions & different ratios.

**Process EAE(NAB)**

* eAE **(Express Application Entry)**
* We process home loan and personal loan under business lending.
* We analysis income details like payslip, ITR, Balance sheet, security details & their valuations, as well as their expenditure.

**Skills Acquired:**

* Trainings -
  + CLS & NIIT Trainings, Lean Training, Excel Trainings,
  + Banking Demystified (Level 1 & 2)
* Knowledge of Excel and Power Point.
* Flexibility, Team work, Work Pressure Handling, Work Prioritization, Quick Learner
* Good communication skills (Written & Spoken)

**Rewards & Recognitions:**

* Lean Certified (3Star)
* Bronze Awards (3)
* Shining Star Award
* Best Quality Initiative award (Team Level Competition)

**Interest:**

1.) Watching movie 2.) Playing cricket

**Thank You**

**(**Ankit Surana**)**