***Kind Attention:***

*To*

##### The H.R.Manager

***Subject: Application for Suitable Post***

*Respected sir,*

*Accept my sincere regards,*

*I have come to know through some reliable source that you have a suitable post vacant in your organization for which I am forwarding my resume. As per requirement specified by you, I place my self adequately qualified and acquainting you with my personality, I would add that I am person of high ideals, total commitment and great endurance of sheer hard work.*

*I Intend my career growth with your esteemed organization in order to enhance my potential and serve you with conviction. I believe in devotion to job, which will be helpful in fulfilling your requirements and my development.*

*Thanking you,*

*Yours Sincerely,*

***ROHIT***

*Mobile:09813953171*

**Rohit**

**House No. 31-B,**

**Street No. 2,**

**Jawahar Nagar,**

**Hisar – 125001**

**Mobile :- +919813953171**

**+919991684409**

[**rohittanwar91@gmail.com**](mailto:rohittanwar91@gmail.com)



Rohit

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| Career Objective |

**To become an indispensable asset in the human ware of any organization in the financial services sector by redressing the mix core of competence and professional experience, eventually scaling the corporate ladder of hierarchy by diligent performance**.

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| TOTAL WORK EXPERIENCE |

* **1 YEAR 4 MONTHS**

1. **AXIS BANK LIMITED, a well-known brand and in private banking industry**

* Duration: Since 11th JULY, 2013 to 29TH NOVENBER 2014
* Designation:  **ASSISTANT MANAGER -BRANCH BANKING**
* Territory: Badhawar Branch

KRA’s

* Overseeing and handling various banking operations - Teller, Clearing operations etc.
* Looking after customer transfer request and demand drafts.
* To look after the sales of various products under the umbrella of CASA.
* To achieve the Budgeted Targets i.e. Numbers, Values, Third Party Products.
* To organize & co-ordinate different Promotional Campaign’s.
* To co-ordinate various scheme being handled by branch from time to time.
* Co-coordinating with customers and identifying solutions to their queries for improving

functionality and delivery service quality

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| Self Analysis |

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| * Ability to work in team. * Adaptability to every work environment. * Good pickup and keen learner. * Positive attitude and friendly nature. * Self-motivating, Time conscious, Open to learn. * Sometimes emotional and Money minded |

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| **Examination** | **Period** | **Board/University** | **Percentage/Grade** |
| **10th** | 2006 | **HBSE Bhiwani** | 88% |
| **10+2** | 2008 | CBSE New Delhi | 61% |
| **B.Com.** | 2011 | Kurukshetra University | 60% |
| **MBA** | 2013 | G.J.U. OF S&T Hisar | 64.7 |

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| Personal Profile |

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| **Date of Birth** | 8th  February, 1990 |
| **Gender** | Male |
| **Marital Status** | Unmarried |
| **Father’ Name** | Sh. Karan Singh |
| **Address** | House No. 31B – Street No-2, Jawahar Nagar, Hisar – 125001 |
| **Phone** | +919813953171 |

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| ACHIEVEMENTS |

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| * **CERTIFICATE OF MERIT** BY KURUKSHETRA UNIVERCITY FOR GETTING **HIGHEST** MARKS IN **BUSINESS** **COMMUNICATION** * **FIRST PRIZE** IN **POP SONG HARYANVI** IN **ZONAL YOUTH FESTIVAL** ORGANISED BY KURUKSHETRA UNIVERCITY AND GETTING A CERTIFICATE OF INTER ZONAL PARTICIPATION * **SECOND PRIZE** IN CHOREOGRAPHY IN **ZONAL YOUTH FESTIVAL**, KURUKSHETRA UNIVERCITY * **SECOND** IN GENRAL DANCE IN **ZONAL YOUTH FESTIVAL**, KURUKSHETRA UNIVERCITY * THREE COLLAGE COLOUR CERTIFICATE GIVEN BY KURUKSHETRA UNIVERCITY * **FIRST PRIZE** IN **SLOGEN WRITING COMPETITION** ORGANISED BY DAINIK JAGRAN * **FIRST PRIZE** IN **WRITING COMPETITION ORGANISED ON TEACHERS DAY.** * **FIRST PRIZE** IN **RACE** ON SPORTS DAY ORGANISED IN SCHOOL * **FIRST PRIZE** IN **INTERHOUSE CHESS COMPETITION** ORGANISED IN SCHOOL. * **Active Participated in University based cultural activities** |

**Date**: …………………..

**Place**: ……………………  **(Rohit)**