**PUNEET KAKRA**



**Email Address :** [kakrapuneet@gmail.com,](mailto:kakrapuneet@gmail.com) [kakrapuneet@yahoo.in](mailto:kakrapuneet@yahoo.in)

**Contact Number :** 91-9983755187, 91-9610017569

**Permanent Address :**

C-3, 2nd floor, Bhagirath Colony,

Near Chomu House,C-scheme, Jaipur.

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**PROFILE SUMMARY**

 Good relationship management and strong communication and presentation skills.

 Ability to manage performance under stringent timelines.

 Understanding of accounting and financial analysis and concepts.

**CAREER OBJECTIVE**

To be a part of a growth oriented challenging environment where my analytical and managerial skills are utilized to the optimum.

**ACADEMIC PROFILE**

 **Master Of Business Administration, Finance & Marketing** from Subodh Institute of Management & Career Studies, Jaipur(Affiliated to Rajasthan Technical University Kota) in **2014** with 69%.

 **Bachelor of Commerce,** from S.S.Jain Subodh PG College, Jaipur (Affiliated to Rajasthan University,

Jaipur) in **2012** with 60.94%.

* **Senior Secondary School, Commerce** from Maheshwari International School(CBSE), Kishangarh in **2009 with 74.8%.**

 **Secondary School,** from Queen Mary School (CBSE), Ajmer in 2007 with 69.4%.

**WORKING EXPERIENCE Nov. 2014 – April 2015**

Worked with **Axis Bank Ltd. as an Assistant Manager, Jodhpur (Retail Branch Banking )**

**JOB PROFILE IN AXIS BANK LTD:**

**BRANCH OPERATIONS:**

 Front desk officer.

 Internet banking.

 Relationship banking and limited exposure to marketing.

 Cross selling of various retail banking products.

 Clearing function (Outward).

**BRANCH BANKING:**

 Ensure achievement of overall branch targets by generating business and cross sales.

 Key customer relationship management & supervision of all HNW customer programs.

 Own all branch banking objectives and overall branch supervision.

 Scrutiny of account opening forms and opening of accounts within KYC norms.

 Ensuring smooth functioning of mailing desk activities, deliverables management.

 Complaints Handling.

**BUSINESS ACQUISITION:**

 Customer interaction with respect to account opening, providing details about the banking products.

 Creating awareness about various Para-banking products

**SUMMER INTERNSHIP 20 May 2013 – 30 June 2013**

**Organization:** Shree Cement Ltd.

**Project Title:** Cost of Capital & Capital Structure of Shree Cement Ltd.

**Description:** The project was carried out to analyze the Optimal Capital Structure for the company and how much cost is incurring on its capital invested.

**ACADEMIC & LIVE PROJECT**

**1. Organization:** Anukampa Builders Pvt. Ltd. (Live Project)

**Project Title:** Survey of finding potential customers who are interested to invest in property in Jaipur.

**Description:** The project was carried out to know about customer perception towards

their interest to invest in property.

**2. Project Title:** Value Added Services(VAS) in telecom industry.(Research)

**Description:** A survey was carried out on 150 customers regarding the value added services provided by Vodafone and Aircel.

**PRESENTATIONS AND SEMINARS**

**Title:** Investor’s awareness in financial market.

**Description**: To guide the students about the financial markets in India and how to invest in securities trading in money market.

**IT PROFICIENCY**

MS Office and Internet

**EXTRA CURRICULAR ACHIEVEMENTS**

 Led the role as a team leader for various management and cultural projects.

 Active Participant in Dramatics, sports and cultural and management events at school and college level.

 Mr. Fresher of ‘Subodh Institute of Management and Career Studies’ (RTU) (2012).

 Captain of sports team and received certificates in sports at inter- school level.

 House captain of school in 10th and 12th.

**PERSONAL DETAILS**

Father’s name: Mr. Govind Prasad Kakra

Date of Birth: 16th April 1991

Languages Known: English & Hindi

**DECLARATION**

I hereby declare that above mentioned information is true to the best of my knowledge.

Jaipur Puneet Kakra