

RESUME

KIRAN MAHESHWARI

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CAREER OBJECTIVE:

I would like to contribute my energies in the field, working in an environment where there is continuous growth of knowledge, a place where learning is not just a process, but also a way of life.

WORK EXPERIENCE:

- Worked with Kalupur Commercial Bank Ltd. Ahmedabad as Office Assistant from 15.06.2015 to 30.08.2018.
- worked with Govt. undertaking “**Baroda Rajasthan Khestriya Gramin Bank**” from 20.05.2011 to 02.07.2014.

KEY SKILLS:

- Input and maintenance of client data in the bank’s systems.
- Continually evaluate and improve efficiency, accuracy and quality of work, inquiry responsiveness for new account set up.
- Managing all types of operational works at Branch level.
- Data analysis to reduce the count of queries and ways to resolve the same in the fastest possible way.
- Reviewing individual’s productivity on daily basis and sharing feedback to the Team members.

ACADEMIC QUALIFICATIONS:

Degree/ Education	Course Name	Institute/College	University/ Board	Year of Passing	specialization	percentage

Post Graduation	MBA	Maharshi Dayanand Saraswati University Ajmer	Maharshi Dayanand Saraswati University Ajmer	2010	HR and Finance	70%
Graduation	B.Sc.	Govt. PG College Sawai Madhopur	Kota University	2008	Biology	63%
12 th	science	Mantown Girls School, Sawai Madhopur	RBSE	2005	Biology	62%
10 th	-	Mantown Girls School, Sawai Madhopur	RBSE	2003	-	72%

EXTRA CURRICULUM ACTIVITIES:

- Managed a team of ten interns to ensure all deadlines were met on time.
- Built lasting relationships with all my clients and ensured there were system to deal with any of their queries in very less time.
- Received awards for opening large number of accounts in very short of time limit.

COMPUTER PROFICIENCY:

- M.S. Office

PERSONAL PROFILE:

Date of Birth : 11 December 1987

Marital status : Married

Husband's name : Vinod Maheshwari

Permanent Address : B, 53 Jaldhara Society, Vatva Road, Isanpur, Ahmedabad

Language known : English, Hindi, Marwadi

DECLARATION:

I hereby declare that all information above are true and correct to the best of my knowledge & behalf.

(KIRAN MAHESHWARI)