

MAMTA PURASWANI

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CAREER OBJECTIVE

A position, which allows substantial value addition and challenging opportunity that, would groom me to be trusted with complete responsibility.

EMPLOYMENT HISTORY

Indusind Bank, February, 2019 till August, 2019.

Teller

- Managing cash
- Executing customers transaction, cash deposits, cash withdrawals, pay orders and transfers as internal transfer as well as NEFT/RTGS.
- Pulled daily branch reports.
- Processed ATM cash loading.
- Handled the audits with zero errors.
- Cross-selling bank products and services.
- Maintained professional and friendly interaction with the customers.

EDUCATION QUALIFICATION

EXAM	YEAR OF PASSING	PERCENTAGE	UNIVERSITY/BOARD
BACHELOR OF COMMERCE	2018	57.12	GUJARAT UNIVERSITY
12 TH	2015	62.53	GUJARAT BOARD
10 TH	2013	57.33	GUJARAT BOARD

CERTIFICATION

- Completed training from NIIT for Post Graduate Diploma in Banking and Finance [PGDBF]
Training includes following modules:
 - Post Graduate Diploma in Banking and Finance.
 - Application software for Banking Operations.
 - Skills and Attitude at workplace.
- I have cleared NISM and IRDA certification exam.

TECHNICAL SKILLS

- Microsoft office
- Operating system
- Finacle 10.3 software

STRENGTHS

- Willingness to adapt changes.
- Teamwork skills.
- Good communication and management skills
- Good listener

PERSONAL DETAILS

Father's Name : Bharatkumar Puraswani

Mother's Name : Laveena Puraswani

DOB : 08/04/1998

Marital status : Unmarried

Address : 13, Goodluck society, near Daxini, Maninagar, Ahmedabad 380008.

Language known : English, Hindi, Gujarati and Sindhi.

DECLARATION

I hereby declare that all the information stated above is true to best of my knowledge and belief.
I take the responsibility of any mistakes in data if occur in future.