

Hiral Gajjar

Email: hvgajjar0@gmail.com, Phone: +919978550750

Address: 22,Shantisadan Society, Kalyanpura, Kalol,Gujarat - 382721

Career Objective

Looking to obtain a banking position in which I can utilize my skills & experience in the banking sector that would increase business productivity of the organization where I can prove my strength and build trust in an organization.

Experience Summary

I have **6+ years** of experience in Banking Financial Sector, Credit Firm, Back-end Operations and Customer Service.

Currently Working as an **Executive** in Current Account Scrutiny team At Baroda Global Shared Services (Subsidiary company of Bank of Baroda), Gift city, Gandhinagar Since September 2019.

- ✓ Worked as a Back check Credit process executive at KP Excellence Group, Ahmedabad from June 2018 to August 2019
- ✓ Previously worked as an Admin & Accountant Assistant at Hasgak Water Pvt Ltd in Ahmedabad From Jan 2018 to April 2018
- ✓ Previously worked as Customer Advisor at Tech Mahindra from August 2016 to March 2017

Education

- ✓ 2018 MCOM from Lokmanya Commerce College, Ahmedabad, Gujarat University
- ✓ 2013 BCOM from Shah C.K. Municipal Commerce College, Kalol, Gujarat University
- ✓ 2010 HSC Commerce from Gujarat State Education Board

Technical Skills

Tracking tools	Omni Scanning
HR tools	HRMS
Operating System	Microsoft Windows
Other Application Used	MS Office

Role & Responsibilities

- ✓ Working in the capacity of Executive in Current Account Scrutiny team in the Central Processing Hub of Bank of Baroda for whole India & Overseeing the prime responsibilities of Current Account Opening activity for the BOB branches
- ✓ Managing timely opening of such accounts in within TAT & Assuring to open the account with minimum FTNR
- ✓ Ensuring compliance to banks procedures and guidelines and maintain high standard of customer service delivery
- ✓ Training and helping Acquisition channel for better customer on-boarding through FTR AOF & Ensuring the customer delight by delivering service within TAT and attending towards resolution to Corporate and Retails grievances
- ✓ From time to time updating ourselves for new products and processes laid by bank in accordance with the policy of RBI

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Self Analysis

- ✓ A self-disciplined and systematic Person,highly motivated self-starter. Good listener, flexible attitude. Good oral and written communications skills

Personal Profile

- ✓ DOB - 9th May,1992
- ✓ Gender - Female
- ✓ Marital status - Single
- ✓ Languages Known- English,Hindi,Gujarati

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

(Hiral Gajjar)