

ANJALI SHETLUR

147,CAMP SADAR BAZAR,NEAR POLICE CHOWKY

CANTONMENT AREA,

SHAHIBAUG,AHMEDABAD

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OBJECTIVE

TO BEGIN MY CAREER AT A WELL REPUTED INSTITUTE AND TO ACHIEVE GOOD PROGRESS IN MY CAREER THROUGH ALL MY BEST SUBJECT KNOWLEDGE AND GREAT EFFORTS.

PERSONAL SKILLS

- *PASSIONATE*
- *DETERMINED*
- *PROFICIENCY IN HANDLING COMPUTER AIDED TOOLS*
- *INTERNET SAVVY*
- *POSITIVE ATTITUDE AND HARDWORKING*

ACADEMIC EDUCATION

❖ *2017 :MASTERS OF COMMERCE IN ACCOUNTANCY AND FINANCE FROM GLS UNIVERSITY WITH 72%*

❖ *2015 :BACHELORS OF COMMERCE IN ACCOUNTANCY AND*

FINANCE FROM GLS UNIVERSITY WITH 68.3%

❖ *2012 :HSC FROM ST.XAVIER'S HIGH SCHOOL,HANSOL,AHMEDABAD
SCORING 77%*

❖ *2010 :SSC FROM ST.XAVIER'S HIGH SCHOOL,HANSOL,AHMEDABAD
SCORING 85%*

INTERESTED HOBBIES

➤ *DANCING*

➤ *DRIVING*

➤ *LISTENING MUSIC*

➤ *TRAVELING*

PERSONAL DETAILS

• *DATE OF BIRTH : 17/02/1994*

• *MARITALSTATUS : UNMARRIED*

• *GENDER : FEMALE*

• *LANGUAGES KNOWN : ENGLISH,HINDI,GUJARATI,TAMIL*

• *NATIONALITY : INDIAN*

EXPERIENCE

***AXIS BANK AS CUSTOMER SERVICE OFFICER
(Mar'19-Jun'19)***

- ❖ *Provide assistance to customers with a variety of transactions, reconciling daily transactions demonstrating excellent customer service skills*
- ❖ *Maintenance of all records of vouchers, files, registers on daily basis*
- ❖ *Ensure complete KYC documentation with adherence to KYC standards*
- ❖ *To provide quick response to customer queries & gain customer knowledge*
- ❖ *Selling Banking multi products, maximizing accounts profitability through cross selling company's other products*
- ❖ *Promote bank's product and services*

FIRDAUS AMRUT CENTRE SCHOOL AS PRIMARY TEACHER

- ❖ *To prepare lesson plans, provide a variety of learning materials and resources for use in educational activities*
- ❖ *Instruct and monitor students in the use of learning materials*
- ❖ *Observe and evaluate student's performance and development*
- ❖ *Maintain accurate and complete records of student's progress and development*
- ❖ *Maintain discipline in accordance with the rules and disciplinary system of the school*

DECLARATION

I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE ARE TRUE

AND CORRECT ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF

[Anjali Shetlur]

