

CURRICULUM VITAE

FULL NAME : JYOTI JAGDISHKUMAR GOKLANI

MOBILE NUMBER : +91 84 60 46 52 15

E MAIL ID : jyotigoklani11@gmail.com

ABOUT MYSELF:

I AM A PERSON WHO BELIEVES IN HARD WORK.

I HAVE ABILITY TO DO WORK EFFICIENTLY,

HONESTLY SINCERELY WITH PERFECTION. I BELIEVE THAT

"HIGHWAYS TO SUCCESS NEVER BE SMOOTH."

ACADEMIC BACKGROUND:

EXAMINATION	SCHOOL / COLLEGE	UNIVERSITY / BOARD	PASSING YEAR	PERCENTAGE
M.COM	N. M. ZALA COMMERCE COLLEGE, AHMEDABAD	GUJARAT UNIVERSITY	2021	70 %
B.COM	C. C. SHETH COLLEGE OF COMMERCE, AHMEDABAD	GUJARAT UNIVERSITY	2019	67 %
HSC 12 TH	A. G. HIGH SCHOOL, NAVRANGPURA, AHMEDABAD	GSEB	2016	70 %
SSC 10 TH	D. L. RAVAL SCHOOL, NARANPURA, AHMEDABAD	GSEB	2014	72 %

CAREER OBJECTIVE :

I WOULD LIKE TO WORK FOR A COMPANY WHERE I CAN USE MY MANAGEMENT EDUCATION TO HELP THE COMPANY MEET ITS GOALS.

I WANT TO BE PART OF THE SUCCESS IN AN ENVIRONMENT OF GROWTH AND EXCELLENCE.

A SUCCESSFUL, FULFILLING CAREER IN THE LEADING CORPORATE / BANKING / FINANCIAL SECTOR, WHICH WOULD PROVE MY WORTH IN REAL WORLD, AND WOULD HELP ME LEARN, GROW AND PROSPER THROUGH DILIGENCE AND TEAMWORK.

PROFESSIONAL EXPERIENCE:

1. ORGANIZATION	“ INDUSIND BANK LTD “
DESIGNATION	ASSOCIATE SERVICE DELIVERY MANAGER – CASH
BRANCH	GODREJ GARDEN CITY , AHMEDABAD
DURATION	02.12.2019 TO STILL RUNNING ...

JOB DESCRIPTION :

- MAINTAINING CASH DRAWERS
- HANDLING CUSTOMER TRANSACTIONS
- CROSS-SELLING BANK PRODUCTS
- KEEPING CUSTOMERS HAPPY BY PROVIDING PROFESSIONAL, EFFICIENT SERVICE.

CERTIFICATIONS :

- IRDA – CERTIFIED.
- NISM-SERIES-V-A: MUTUAL FUND DISTRIBUTORS CERTIFIED.

IFBI PROGRAM DETAILS:

EXAMINATION	INSTITUTE - YEAR	UNIVERSITY / BOARD	PERCENTAGE / GRADE
POST GRADUATION IN BANKING & FINANCE	IFBI - 2019	NIIT	A +

KEY ATTRIBUTES OF ABOVE PROGRAMME:

- RETAIL BANKING PRODUCTS & PROCESSES
- FINANCIAL PLANNING & WEALTH MANAGEMENT
- FINANCE PRODUCTS & SERVICES
- SELLING & RELATIONSHIP MANAGEMENT FOR BANKING & FINANCE
- CUSTOMER SERVICE FOR BANKING & FINANCE INDUSTRY
- DEEP KNOWLEDGE OF BANKING SOFTWARE LIKE FINACLE, CRM, TALISMA, I-WORKS.

ADDITIONAL SKILLS :

- FAST ENGLISH TYPING.
- MICROSOFT OFFICE.
- INTERNET.
- ACCOUNTING MANAGEMENT
- TALLY ERP
- GST

HOBBIES & INTERESTS:

- COOKING
- LEARNING AND TEACHING
- READING BOOKS
- LISTENING SONGS

PERSONAL ASSETS / STRENGTHS :

- CUSTOMER COMMUNICATION SKILLS.
- TIME MANAGEMENT SKILLS.
- MULTITASKING.
- ATTENTIVENESS.
- SELF-CONFIDENCE.
- DETERMINANT PERSON.
- HARDWORKING.
- HONEST.
- RESPONSIBLE PERSON.
- QUICK LEARNER.
- FLEXIBILITY

PERSONAL PROFILE:

DATE OF BIRTH	:	23 TH NOVEMBER 1998.
GENDER	:	FEMALE
MARITAL STATUS	:	SINGLE
BIRTH PLACE	:	AHMEDABAD
NATIONALITY	:	INDIAN
LANGUAGES KNOWN	:	ENGLISH, HINDI, GUJARATI, SINDHI.
ADDRESS	:	B-186 UDHAV NAGAR , NEAR SOURABJI COMPOUND , OLD WADAJ , AHMEDABAD – 380013 .

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE AND
RECENT TO THE DATE INDICATED BELOW.

DATE : _____

SIGNATURE : _____

PLACE : AHMEDABAD

NAME : JYOTI GOKLANI