Aneri Jhaveri

Mobile: 09586381994

Residences: 079-26650187

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**Address:**

10,Pruthvi flat near jainanagr cross road

Besides suvidha shopping centre

Paldi,

Ahmedabad-07

##### **Career Objective**

Maximum utilization of my strengths & skills to provide good result and contribute to the organization in every possible manner. To contribute for the growth of the organization simultaneously helping me to fulfil my carrier objectives and widen my knowledge in this rapid changing field.

##### **Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute / University** | **Year** | **Percentage/Spi** | **Class** |
| PGDM | NRIBM, Gujarat | 2016 | 69 | Second |
| B.Com | Gujarat University | 2014 | 59 | Second |
| HSC | GSHSEB | 2011 | 69.57 | First |
| SSC | GSHSEB | 2009 | 65.14 | First |

##### **Computing Skills**

Software Packages: MS-Office, SPSS

Operating Systems: Windows

##### **Projects Undertaken during PGDM**

Research project on traveling patterns of people in Ahmedabad.

**Project: - Summer Internship**

**Topic:**Design and Implementation of Below the line marketing activities.

**Duration**: 6 to 8 weeks

**Organization:** ICICI Securities, Ahmedabad

##### **Expierience**

**HDFC BANK**

* Processing Clearing for inward\Outward cheques
* Performing transactions related to fees\cheques .

Scanning and repairing cheques into the system.

* Coordinated the collection of data from point of origin; participated in the processing of data to locate missing information and to make corrections as necessary.
* Verified chques\ data entered into system by checking printouts for errors and correcting as required; performed statistical checks to inward chques and required action implemented in case of invalid cheques.
* Posted all personal and accounting details of the customers in the system.
* Monitored the mails received at the center and facilitated effective routing of the same.
* Having good knowledge in banking products.
* Having ability to handle the daily cash positions.

##### **Strengths**

\_  Hard working

\_  Leadership Quality

\_  Honest

##### **Personal Profile**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 05/06/1994 |
| Gender | : | Female |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages Known | : | English, Hindi and Gujarati |
| Interests | : | Dancing, Listening to Music and Travelling |

**Declaration:-**

I hereby declare that the above mentioned information is true to the best of   my knowledge and belief and I bear the responsibility for the correctness of the above mentioned particulars.