**Ankit Mathur**

MBA (FINANCE & H.R.)

Bachelor of Business Administration (BBA)

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**Career Objective**

To work for an organization that provides me the opportunity to utilize my experience and to improve my skills and knowledge to grow along with the organization’s objective.



**Work Experience**

* Senior Officer at AU Small Finance Bank, Ahmedabad From Oct, 2019 to June,2020.
* Relationship Officer at DHFL (Dewan Housing Finance Ltd.), Ahmedabad (Gujarat) from August, 2018 to May, 2019.
* Relationship Officer at IndusInd Bank Ltd. from May, 2016 to January, 2018.
* Junior Phone Banking Officer at A.D.F.C (Atlas Documentary Facilitator Company Pvt. Ltd.), Ahmedabad from Dec, 2013 to March, 2016.



**Achievements**

* Got appreciated by Team Manager several times in ADFC BANK for giving good business in FAMILY HEALTH POLICY (Product of Gen. Insurance).
* Got appreciated for giving business in Limit Enhancement, Upgrade Cards, Loans on Cards, Life Investment plans and several other products.
* Won prize in the contests organized by the company.
* Got appreciated for giving good customer satisfaction in all product range.
* Being a Relationship Officer, got Appreciation Certificate from Higher Management for giving business in CASA Accounts in INDUSIND BANK.
* Also got Certificates and Trophy from Higher Management for giving business in Family Health Insurance product.



**Training Experience**

* **Company Name: O.N.G.C.**

Two months project on topic of **Financial statements** keeping records of Trading Account, Profit & Loss Account & Balance Sheets.

* Completed training in **Kansara Bearing Pvt. Ltd.** as a part of BBA curriculum and learned about transaction processing, like Trading A/c, Profit & Loss A/c & Balance sheets.



**Educational Qualification**

* PGDB from Institute of Finance, Banking and Insurance (IFBI) Ahmedabad, in 2013.
* 2 years Full-Time PGDM (Finance & H.R.) from IILM, Gurgaon in 2012.
* B.B.A. from Graphic Era Institute of Technology, Dehradun in 2009.
* Higher Secondary Schooling from Children’s Academy, Dehradun in 2006.
* Secondary Schooling from Children’s Academy, Dehradun in 2004.



**Technical Skills**

* Tally ERP 9.0
* Master Creation
* Final Accounting
* Journal Entry (Sales & Purchase)
* Trading A/C, Profit & Loss A/C
* Operating Systems: Windows XP, Vista, 7, 8, 8.1, 10
* Office Tools: MS Word, MS Excel MS PowerPoint & MS Outlook



**Personal Skills**

* Ability to work in team as a member as well as team leader.
* Hard working and ability to give best results under pressure conditions.
* Self Confidence.
* Able to do overtime work with ease.
* Advising & Presenting.
* Honesty.
* Maturity.
* Problem Solving.
* Decision Making.
* Friendly nature.
* Self – motivated.



**Hobbies**

* Playing Cricket, Travelling & listening Music.



**Personal Information**

Name : Ankit Mathur

Address : A-201 Vrundawan Royal, TP-44, New C.G. Road,

Chandkheda, Ahmedabad (GUJARAT), 382424

DOB : July 30, 1987

Gender : Male

Marital Status : Single

Nationality : Indian