**ANKUR CHAUDHARY**

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# CAREER OBJECTIVE

Seeking a position to utilise my skills and abilities in a technology industry that offers Professional growth while being resourceful, innovative and flexible.

To take up a challenging career and grows with honesty, loyalty, good relationship and best performance and translate my experience, knowledge skills, and abilities into values for an organisation.

# ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Year of passing** | **Name of the institute** | **University** | **Percentage** |
| **M.COM** | **2023** | **Gujrat University** | **Gujrat University** | **56%** |
| **B.COM** | 2020 | Gujarat commerce college | Gujarat university | 68% |
| **H.S.C** | 2017 | Bhagwati vidhyalay | GSEB  Board | 79.71% |
| **S.S.C** | 2015 | Bhagwati Vidhyalay | GSEB  Board | 67% |

# Professional Experience

1. **Junior Phone banker (Dec 2020 to jan 2023**

* Handling a high volume of calls per day with an efficient and expedient handle time**.**
* Providing first call resolution, while following strict procedures that meet compliance.
* Identifying and offer customers the products and services they need and want to succeed financially.

2) Sales officer -HDFC Bank( Feb 2023 to present)

* I am working as a Sales officer in the HDFC BANK.
* Recently I am giving a service on inbound calls of Accounts and credits cards.
* We have to give proper information with sufficient time and convince for the banking products like Personal loan ,Home loan , credit card loan etc.

**Computer Skills**

M.S Word, M.S Excel, M.S PowerPoint, M.S Excess, Internet, Tally ERP.9 etc.

# Strength Factor

* Punctual
* Determination
* Hard work
* Active person
* Good communication

# Achievement

* I learned 40 hours of Finishing school program initiated by Govt. of Gujarat on communication skills, life skills and employability skills.
* I have completed 1 year of Advance Diploma in computer application by Lakshya Foundation.
* I have completed 1 year computer operator and programming assistant course from ITI Saraspur in 2018.

# Personal Details

* Date of birth : 5th August 2000
* Language known : English , Hindi, and Gujarati
* Marital status : Unmarried

# Declaration

I do hereby declare that the statements are in this document are true to the best of my knowledge and belief.

Date.**:**

Place**: Ahmadabad**

**Ankur Chaudhary**