**RESUME**

**NAME :** JAY BHAVESHBHAI JOSHI

**ADDRESH :** C.3, PARASMANI FLAT,

FIRST STREET,

DAXINI SOCIETY,

MANINAGAR,

AHMEDABAD,

380008

**CONTACT NO :** 8460784755

**MAIL ID :** jjay14906@gmail.com

**D.O.B :** 26/03/1995

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

**RELIGION:** HINDU BRAHMIN

**MARITTUL STATUS :** UNMARRIED

**CAREER OBJECTIVE :**

Looking for a position that would profit from my educational experience and contributing positively

in and outside the workplace. I am responsible who take pride in my approach and would like to

help your business grow by offering these qualities at your disposal**.**

**EDUCATIONAL QUALIFICATION :**

* S.S.C FROM GUJARAT BOARD IN YEAR 2010
* H.S.C FROM GUJARAT BOARD IN YEAR 2012
* B.COM FROM GUJARAT UNIVERSITY IN YEAR 2015

**COMPUTER LITERCY :**

* MS OFFICE ( Word , Excel )
* Bank office software operation ( UBS , FC , LCG )

**EXPERIENCE SUMMARY :**

* Well versed in aspects relating to banking operations.
* Good Management and communication skills.
* Working in teams diverse groups of people.
* Strong Computer skills.
* Adaptability to changing Management styles and working environment even in large volumes.

**TOTAL WORK EXPERIENCE :**

2 Years working experience since October 2015

**ORGANISATION :** ADFC PVT LTD ( Sister Concern of HDFC BANK LTD )

**DESIGNATION :** JR. OFFICER ( WBO DEPARTMENT ). From April 2017 My company’s name changed from **ADFC PVT LTD** TO **HDB FINANCE LTD**

**ADDRESS WHERE I AM WORKING :**

HDFC BANK ASE BRANCH

Basement , Kamdhenu Complex,

Opp. Sahjanand College,

Panjrapole,

Ahmedabad

**RESPONSIBILITIES TAKEN IN ASE BRANCH :**

* RTGS & NEFT INPUTING
* UPLOADING FILES IN LCG
* FUND TRANSFER ENTERY
* HANDLING CUSTOMER QUERY AND OBLIGATION
* UPOLADING BULK NEFT
* FD BOOKING
* FD LIQIDATATION

**INTERPERSONAL SKILLS :**

* Communicate easily with people
* Able to work in groups as well as independently too
* Can mix people by friendly nature
* Balancing between personal & professional life
* Good at analytical work

**ACHIEVEMENTS:-**

Also achieve best Quarterly performance award for October ’16 to Dec ‘16

**DECLARATION :**

I hereby declare that the information furnished above is true to the best

of my knowledge and if found false than I will abide as per the rules.

**Yours Faithfully,**

**JAY JOSHI**