**KIRTAN RANA**



I have enhanced my knowledge about Banking and Finance Industry in recent years. Therefore, I see myself to be a part of a leading Financial Institution. I am confident that I will be able to serve best of my ability and learn more in this field.

**Email:** **kirtanrana1218@gmail.com Mo: 7405673350**

Profile Summary:

* Qualified P.G Diploma in Banking from Institute of Finance, Banking and Insurance, affiliated to NIIT; determined to curve a successful and satisfying career in industry.
* Knowledge of Basics of Banking, Products and Services, Selling Skills, Retail Banking, Finacle, IFS, Regulatory Environment, Customer Service.
* Technical Skills – Finacle 2007, M.S. Office, Internet, Microsoft Windows XP.

Education:

* PG Diploma in Banking from IFBI, Ahmedabad in 2017.
* M.com from N.C. Bodiwala College of Commerce, Ahmedabad in 2016.
* B.com from H.L. College of Commerce, Ahmedabad 2014.
* HSC from Gujarat Board 2011.
* SSC from Gujarat Board 2009.

Certifications:

* IRDA certified Insurance Adviser.
* NISM certified Mutual Fund Distributor.
* Attended Employability Skill Program of NSDC in 2014 with B+ Grade.
* Completed Diploma in Computer Application from “Indu Charitable Trust” in 2009.

Summary of Skills:

* Good Communication Skill, Positive attitude towards work, Leadership Quality, Honest, Quick Learner.
* IT skills: Finacle 2007, MS Office, Microsoft Windows XP, Internet.

Personal Details:

* Date of Birth : 26th Jan, 1994
* Father Name : Rajeshkumar R. Rana
* Language Known : English, Hindi, Gujarati
* Hobby **:** Listing Music, Cooking

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