**CAREER OBJECTIVE**

**ROSHNI CHAURASIA**

Charni Road, Kumbharwada, Mumbai-400004 8369118538 | [chaurasiar](mailto:chaurasiaroshni12@gmail.com)[oshni12@gmail.com](mailto:oshni12@gmail.com)

To secure a position with stable and profitable organization, where I be a member of a team and utilize my experience to fullest.

**EXPERIENCE**

* **Cashe**

MIS Executive

July 2023 – Till date

* Hourly basis Resolved, Open and Reopen Report
* Daily Calling Report, OPS Issue type Report
* update the Attendance sheet of CS
* **ICICI Bank – (I-Process)**

Senior Associate

March 2022 – August 2023

* Making Monthly MIS Report of Product
* Dashboard or Data Analysis of monthly data cuts
* FOIR Calculation for checking approval and decline
* Running the Program of SAS Software and modify and export
* MIS word and other Excel work
* **Kataria Jewellery Insurance**

Back Oﬃce Executive

February 2021 – March 2022

* Daily Policy Dispatch of jewellery, motor and mediclaim insurance
* Clients details update in software
* Data entry of Clients, Lapsed and Prospect
* Data entry of jewellery insurance by client cards
* **Randstad Pvt Ltd (SBI Credit Card Dept.)**

Sales Executive

September 2020 – February 2021

* Making QD ( KYC)
* and convert into Lead
* Veriﬁcation Calls and Handling customers calls
* **J. M. D Law Association**

Junior Assistant

May 2018 - December 2018

* Working on Excel and Ms Word
* Email to client and Letter Writing

**EDUCATION**

* **NMIMS**

M.B.A (Banking finance management

Pursuing

* **LALA LAJPATRAI COLLEGE**

Bachelor in Banking & Insurance

9.85

2020-2021

* **B M RUIA COLLEGE**

HSC

67.08%

2017-2018

* **MARWARI VIDYALAYA HIGH SCHOOL**

SSC

74%

2015-2016

**SKILLS**

* Microsoft Excel
* Microsoft Word
* PowerPoint and Tally Prime
* Basic knowledge of SAS software
* Basic Knowledge of Spreadsheet
* Typing

**STRENGTH FACTOR**

* Willing to take up responsibilities.
* Multitasking
* Hard working, ability to think positive
* Quick learner, face challenges

**PERSONAL PROFILE**

* Date of Birth : 12-08-2001
* Contact : 8369118538/ 9833451842
* Known Languages: HINDI, MARATHI, and ENGLISH.

**ROSHNI CHAURASIA**