

## CURRICULUM VITAE

### **REENA SINGH**

T-992, Gali No. 21A,  
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### ***Career Objective***

- To utilize the opportunities of working with a reputed and progressive organization, where I can enhance my professional skill and strength in conjunction with the company's goal and objectives and face new challenges.

### ***Educational Profile***

- 10<sup>th</sup> passed from C.B.S.E. Board, Delhi in the year 2006.
- 12<sup>th</sup> passed from C.B.S.E. Board, Delhi in the year 2008.
- Graduate in B.A. from Delhi University in the year 2011.
- M.B.A. (Finance) from Sikkim Manipal University in the year 2018.

### ***Software skills***

- Certificate – NISM and UIADI.
- MS Word, MS Excel, MS Power Point, Internet
- Knowledge of English Typing.

### ***Working Experience***

- Worked with **HDFC Bank** as a **Sales Officer** from 17<sup>th</sup> Feb., 2012 to 04<sup>th</sup> Oct., 2015.
- Worked with **Indusind Bank** as a **Teller Profile - Cash and Remittance (Grade – Assistant Manager)** from 21<sup>st</sup> Dec., 2015 to June, 2016 and then promoted as

**Associate Service Delivery Manager (Operation, Compliance and Client Engagement)** from July, 2016 to 28<sup>th</sup> Dec. 2016.

- Presently working with **Bandhan Bank** as a **Teller Profile - Cash and Remittance (Grade – Assistant Manager)** from 29<sup>th</sup> Dec., 2016 to Oct., 2019 and then promoted as **Deputy Manager** from Oct, 2019 to till now.

**Job Profile :-**

- ✓ Assist Clients and walk-in customers in determining their banking needs.
- ✓ Manage Cash & Non Cash activities like Handling Cash, Make Demand Draft, RTGS, NEFT, Fund Transfer, FD, RD, Salary Transfer, authorize entries etc.
- ✓ Provide clients with information on bank's services and cross sale banking products.
- ✓ Manage sale activities in order to meet personal goals and those set by the bank.
- ✓ Stay in constant touch with clients in order to keep them abreast of new products and service.
- ✓ Proactively qualifies in each and every contest launched by the Bank for self – progress and thereby have won trophies in most of them.

**Hobbies**

- Interacting with people
- Listening music

**Personal Details**

Father's Name	:	Mr. Manohar Singh
Date of Birth	:	20 <sup>nd</sup> Oct., 1988
Marital status	:	Single
Nationality	:	Indian
Religion	:	Hindu
Language known	:	English, Hindi

**Declarations**

I do hereby declare that all the above furnished information is true to the best of my knowledge.

Date -

Place -

**(REENA SINGH)**

