

# RESUME

**SIKHA DEVI**

**Contact:** Saraswati vihar  
Khora colony Sec. 62  
Noida-209301  
Mob +917390907427  
Email:-  
shikharathourr786@gmail.com

## Career Objective:

New positions which can be hone my skills. Invigorate an urge to perform and achieves target keeping in my mind the aesthetics of professionalism; a job that motivate me for greater achievement and goal.

## Work Experience:

- Working in Kotak Mahindra Bank as a assistant manager
- Work experience in HDFC Bank (Apr. 2022 to March 2023)
- Work experience in HDB Financial Services (June 2019 to Sep 2021)

## Job Profile:

- Handling the client request.
- Attend & chairing daily team meetings, focusing on targets & achievements.
- Send missing letters to timely manner.
- Motivate myself to achieve high standards and targets.
- Ensure accurate & timely follow up where required.
- Doing production as an individual contributor.

## Achievement:

- Always ensuring to achieve **daily goal**.
- Proven skill to exceed **production, quality** as per process requirement.
- Top performer in team.

## Professional Strengths:

- Attention to details & determined.
- Strong decision making and problem-solving skills.
- Highly motivated individual & trustworthy.
- Quick learner & commercially aware.
- Track record of delivering results with deadlines.
- Committed to my work and being competitive in the area I'll work.
- Always trying to exceed the goals.

### **Education:**

- M.Com from IGNOU 2024
- B.com from CSJM University In 2018.
- 10+2 from UP Board in 2014.

### **Extra Qualification:**

- Basic Knowledge of Computer
- Tally
- Internet Browsing
- Ms Office
- Typing Speed 35+

### **PERSONAL DETAILS**

Father's Name : Pappoo Rathaur  
Mother's Name : Kaushilya Devi  
Date of Birth : 04<sup>th</sup>Sep.1998  
Marital Status : Unmarried  
Hobbies : Listening Songs & Watching Movies

### **Declaration:**

I hereby declare that all the information provided by me above are true and correct to the best of my knowledge and belief.

**Date:**

**Place:**

**(SIKHA DEVI)**