

RESUME

SIKHA DEVI

Contact: Saraswati vihar
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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 : 04thSep.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)