



PROFESSIONAL SUMMARY

- A highly motivated and hardworking individual seeking for a challenging position in reputed organisation where I can learn and develop new skills, expand my knowledge and leverage my learning.
- To get an opportunity where I can make the best of my potential and contribute to organisational growth.
- Fast learning, results-oriented student, utilising skills in the field to drive business goals. Possessing exceptional problem-solving and analytical skills, able to work effectively and efficiently in high performing teams.

SKILLS

- Communication skills
- Microsoft Office
- Creativity
- Leadership
- Customer service
- Detail-orientated
- Strategic planning
- Data analysis
- problem solving
- Patience

EXPERIENCE

Management Trainee, HDFC bank , Jan 2020 - Oct 2020, Bareilly

- Overseen the daily operations in bank including cash flow in cash counter.
- Monitored and analysed accounting data to ensure proper working of the job.
- Ensured proper work in operational department along with sales.
- Achieved good sales objectives with certification and trophies.
- Learned lot about customer service as I was directly dealing with all types of customers within or outside bank premises.
- Delivered professional administrative support to senior management to improve day to day operations.
- Provided comprehensive diary and scheduling management for clients, senior management and executives.
- Maintained relevant qualifications and continually updated knowledge for optimised workflow.

Junior Research Fellow, Uttar Pradesh forest division, Aug 2019 - Jan 2020, Bareilly

- Had a very new experience with U.P government forest department team.
- Organised research workload and activities using appropriate materials, facilities and equipment.
- Participated in inter-departmental research collaborations and funding efforts to support colleagues and ensure success.
- Prepared and supported research findings to support publication and funding efforts.

EDUCATION

Master of Science, Agricultural statistics

G.B PANT university of agriculture and technology - Pantnagar , Uttarakhand

- Minor in computer science.
- Assigned to work as graduate teaching assistant under scholarship program.
- Thesis title "A statistical study of anthropometric data of children".

Jun 2019

Bachelor of Science, Agriculture

S.V.P university of agriculture and technology - Meerut, Uttar Pradesh

- Graduated with honours
- Six months of RAWE training, along with six months e-learning and practical crop production for six months.

Jun 2017