

**Shweta Singh**

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## **OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction, self development and help me to achieve personal as well as organization goals.

## **PROFESSIONAL SUMMARY**

- Dynamic and highly motivated professional with 7+ years of experience.
- Strong management skills in Banking, Freight Forwarding Company and Entertainment industry,
- Excellent exposure in Authorization.
- Experienced with vLookups and data sorting and filtering
- Experience in Forex transactions (Outward Remittance/Forex card).
- Expertise in Internal Audit of home branch.
- Excellent communication skills, self-starter and quick learner.

## **CAREER SKETCH:**

### **YES BANK LTD**

28<sup>th</sup> June 2017 to 7-June-2019

#### **Assistance Manager – Branch Service Partner**

##### **Key Responsible Areas: -**

- Authorization (Cash & Non-Cash both).
- Internal Audit of home branch.
- Outward Clearing.
- General Ledger reporting.
- Customer Service Management.

### **HDFC BANK**

17<sup>th</sup> Aug 2015 to 23<sup>rd</sup> June 2017

#### **Assistance Manager – Retail Branch Banking**

##### **Key Responsible Areas:-**

- Cash Management.
- Non-Cash Transactions (Fund Transfers/RTGS/NEFT/DD& MC Issuance).
- Batch Journal Report/ RTGS / NEFT/ DD /MC Checking.
- Forex transactions (Outward Remittance/ Forex card).
- General Ledger reporting.

### **International Recreation Parks Pvt. Ltd, Noida**

30<sup>th</sup> Dec, 2013- 30<sup>th</sup> April, 2015

#### **Sales Coordinator**

##### **Key Responsible Areas:-**

- Coordination of Internal events of IRPPL
- Maintaining revenue reports for Senior Management
- Maintenance of database and reports of the sales team
- Taking down the events requirements from the clients
- Develop future sales Projection and coordination efforts to achieve outcomes.

**Key Responsible Areas:-**

- Data Management of existing clients.
- Data sorting, Data filters and Data validation using Excel.
- Ensured spreadsheet data was accurate complete and followed company guidelines.
- Accurately performs registration process for new and existing clients.
- Performs timely performance evaluations as well as appropriate disciplinary actions.
- Provides feedback and Quality Assurance on identified errors.
- Assist with Client Services as needed.
- Effectively employ sales skills to confirm profitable enquiries.

**PROFESSIONAL DEVELOPMENT**

- IRDA (Insurance Regulatory and Development Authority) certified.
- 15 days internship at Parag Milk Food Ltd Varanasi.

**TECHNICAL SKILL**

Operating system	: Windows.
Application knowledge	: Microsoft Excel, Word.
Application Tool/Software	: Oracle FLEXCUBE.

**ACADEMIC QUALIFICATION**

**Master of Business Administration (IT & Finance)**

Institute of Technology Lucknow (2011)

Lucknow

**Bachelor's in computer application**

ITC TechnoSoft (2009)

Varanasi

**PERSONAL DETAILS:**

**Date of Birth** : 29/12/1987  
**Nationality** : Indian  
**Marital Status** : Married  
**Languages known** : English, Hindi

**I hereby declare that all the information provided in this resume is true**

**(Shweta Singh)**