

# Curriculum Vitae

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## SONALI BHATTACHARYA

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S-6, RAVINDRA PALLI,  
OPPOSITE DR. ATUL AGARWAL,  
FAIZABAD ROAD, LUCKNOW-226016  
PHONE:-0522-4001906  
MOBILE:-+918081760062  
E-MAIL:-bsonali116@gmail.com

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### **PROFILE SNAPSHOT**

**Age:-** 29 Years

**Functional Area:-** Graduate with Computer Skills

**Home Town:-** Lucknow

### **CAREER OBJECTIVE**

Ambitious to build a career in an industry with an organization where team work is required and hard work is appreciated and to be in a position which is best suited to my knowledge and skills.

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### **KEY SKILLS**

- Good communication and Interpersonal skills.
- Work well in team- environment or as an individual.
- Organizing, Planning and Leadership skills.
- Strong Ability to initiate or accomplish results.
- Carrying Out multiple assignments concurrently.
- Quick learner who can rapidly master with limited training.
- Good knowledge of computers-MS Office, Internet.

<b><u>QUALIFICATION</u></b>	<b><u>YEAR</u></b>	<b><u>UNIVERSITY/BOARD</u></b>	<b><u>PERCENTAGE/CGPA</u></b>
Post Graduate Diploma in Banking (PGDB)	2019	Manipal Academy of Higher Education(MAHE),Manipal,Karnataka	8.00(GPA)
Company Secretary(FOUNDATION)	2014	Institute of Company Secretaries of India	61.5%
Bachelor of Commerce(B.COM)	2013-2015	Dr. Ram Manohar Lohia Awadh University,Faizabad	58.2%
Plus Two(Commerce)	2012	C.B.S.E. BOARD	55%
High School	2010	C.B.S.E. BOARD	55%

### **PAST EXPERIENCE**

1. Worked at **Vakrangee Banking Service Point (Bank of Baroda B.C. Point)** as **Client Service Executive** from **May 2015 to July 2016**.

#### **ROLES AND RESPONSIBILITIES**

- ✚ Opening of **Mini Savings Bank Account** of customers under **Pradhan Mantri Jan Dhan Yojna**.
- ✚ Submitting of prospective Clients Savings Bank Account form in the bank and providing them with Pass Book of their respective Bank Accounts.
- ✚ Depositing and Withdrawal of cash through **Aadhaar Enabled Payment System(APES)**.
- ✚ Handling all types of banking related queries of clients.
- ✚ Linking of Aadhaar and Mobile Number of customers to their bank accounts.

2. Worked at **ICICI BANK,Gomti Nagar Branch,Lucknow,Uttar Pradesh** as **Intern** for 2 Months from **December 2018-January 2019**.

- ✚ **Internship(Project Work at the Branches/Offices of ICICI Bank)**
- ✚ **GPA 10.00**

3. Worked as **Probationary Officer** in **ICICI BANK,Nungambakkam Branch,Chennai,Tamil Nadu** from **8 April 2019-28 May 2019**.

### **OTHER ACHIEVEMENTS**

- + All round topper in Post Graduate Diploma in Banking (PGDF) in the first three modules of the course.**
- + Participated in the Pro-Banker event organized at the Manipal Academy of Higher Education, Manipal and stood 3<sup>rd</sup> Runner Up.**
- + Stood 1<sup>st</sup> in District level Badminton Championship organized at Babu Banarasi Das Indoor Stadium in Lucknow, Uttar Pradesh.**

### **LANGUAGE SKILLS**

<b><u>LANGUAGE</u></b>	<b><u>READ</u></b>	<b><u>WRITE</u></b>	<b><u>SPEAK</u></b>	<b><u>PROFICIENCY</u></b>
English	YES	YES	YES	PROFICIENT
Hindi	YES	YES	YES	PROFICIENT
Bengali	NO	NO	YES	BEGINNER

### **IT SKILLS**

<b><u>SKILL</u></b>	<b><u>VERSION</u></b>	<b><u>LAST USED</u></b>	<b><u>EXPERIENCE</u></b>
MS-OFFICE	MS-OFFICE-2019	Till Now	4 Years
INTERNET	IE 7, GOOGLE CROME, MOZILLA FIREFOX ETC.	Till Now	8 Years

### **PERSONAL INFORMATION**

**Name: -** Sonali Bhattacharya  
**Father's Name: -** Manindra Chandra Bhattacharya  
**Father's Occupation: -** Retired Bank Officer (BANK OF BARODA)  
**Permanent Address: -** S-6, Ravindra Palli, Faizabad Road, Lucknow-226016  
**Date of Birth: -** 25-March-1993  
**Gender: -** Female  
**Marital Status: -** Unmarried  
**Nationality: -** Indian  
**Religion: -** Hindu (Bengali)  
**Hobbies: -** Watching Movies, Playing Badminton

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**DECLARATION:**

I hereby declare that information given above is true to the best of my knowledge and belief.

**SONALI BHATTACHARYA**

**PLACE :** LUCKNOW

**DATE :** 03-May-2022

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