**SANJEEV KUMAR**

Sharma house vill-beladullah, back on goverment medial school, Darbhanga,Bihar-846004, 8142340053/9803645366 | kumarsanjeev691@gmail.com,sanjeevbank[er691@gmail.com](mailto:er691@gmail.com)

# CAREER OBJECTIVE

My objective is to work & serve to the best of my potential for an organization that nurtures its resources by promoting commitment, innovation and team work to bring out the best.

# EXPERIENCE

**ICICI Bank Ltd**

Senior ofﬁcer(Maker)

*31st July 2015 - 19th February 2018*

Senior ofﬁcer(Maker)-Customer requested the branch,branch raised the service requests ( SR) then i checked all request form documentation if everything document or kyc form are correct i processed the case ,if any rejection in a case directly contact to branch or customers.

KYC for new account opening and REKYC for existing customer, MIS making and updating to senior.

Inward clearing – fund transfer ,neft and rtgs process ,signature verﬁcation and checking and processing the cheque Veriﬁcation the document then process the service request.

cheque book request process,neft and rtgs

Processing on all servicing path like as- National pension scheem,Atal pension youjana,Sukhanya samridhi account , Public provident account ,joint cust id creation and ﬁnacle

modifcation and etc.

Provide the training for employee on various activity or various product

# EDUCATION

**Institute of ﬁnance,banking and insurance,Patna**

Post graduate diploma in banking operation 76

2015

# Govt.College of commerce and business administration sector 42 chandigarh

Bachelor of business administration (BBA) 58

2013

# Kendriya vidyalaya 3BRD, Chandigarh

12th 65.4

2010

# Capt college,Chandigarh

Diploma in compute,accountancy and taxation 86

2010

# TECHNICAL SKILLS

Attended a course titled Diploma in accounting and taxation in CAPT College. MIS making and updating.

Experience and expertise in installation of various software specially banking industry software. Expertise in the usage of MS ofﬁce tools namely -: MS-Word, MS- Excel, MS Power Point, MS Front

Page.

Experience and expertise in MICROSOFT EXCEL

# PROJECTS

**Quest for quality (ICICI Bank Ltd)** *2016 -2017*

Complete 6 project for quest for quality SR and improve the process and implement pan india level

# ACHIEVEMENTS & AWARDS

In ICICI BANK - complete 6 project for quest for quality SR and improve the process and implement pan india level.

NISM and NSDL exam cleared

Participation in skating champion ship in regional level. Participation in boxing in regional level.

Participation in adventure camp. Participation in UNO exam 73% MARKS 50th rank in Ace-tutorials in Chandigarh

5th ranks in Chandigarh and 15587 ranks in national in Science Olympied 1st ranks in slogan writing in inters college.

# INDUSTRIAL EXPOSURE

6 Weeks Training In Sakila Ayurvedic Chandigarh. 6 Weeks Training In Sharekhan Ltd Chandigarh.

ICICI Bank ltd-KYC for new account opening and REKYC for existing customer,MIS making and updating to senior Inward clearing – fund transfer ,neft and rtgs process ,signature verﬁcation and checking and processing the cheque Veriﬁcation the document then process the service request.cheque book request process,neft and rtgs Processing on all servicing path like as- National pension scheem,Atal pension youjana Sukhanya samridhi account , Public provident account ,joint cust id creation and ﬁnaclemodifcation and etc. Provide the training for employee on various activity or various product.

# INTERESTS

Account payable,Account receivable,Banking operation,Customer service,Account realted any work

# PERSONAL STRENGTHS

Basic knowledge of Microsoft ofﬁce. Diploma in accounting and taxation. Goods communication skulls.

Leadership quality. Managerial skills.

I am Hard worker and smart worker I am Honest

I am idea innovator reduce eclation path

# PERSONAL PROFILE

Hobby : Playing and watching boxing and cricket. Listening hindi music and read story book etc.

# REFERENCE

**Renu Kumari - "ICICI Bank ltd."**

Manager 9908411299

# Subhash Gottipati - "ICICI Bank ltd"

Regional Head 9908131854

**K. BABU - "ICICI bank ltd"** Deputy manager (DM Grade 2) 9949920414/7989580519

# DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 10th January 2019 Place : Darbhanga

# SANJEEV KUMAR