

SHWETA TYAGI

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9999714801

H.no 292, Behind MB Girs School Si
hani Ghaziabad

SKILLS

Communication skills

Banking and Operations

Public relations and Business
development

Positive and adaptable attitude

OBJECTIVE

Obtain a challenging position that will utilize my knowledge and skills to fulfill the needs, goals, vision and mission of the organization.

EXPERIENCE

Kotak Mahindra Bank limited 13 November, 2017 - Till Now

Manager- Service Delivery Officer / **GRADE - M3**

Qualification : IRDA Qualified , NISM Qualified

Description- Working as an authorizer for
NEFT,RTGS,DD,CASH TRANSACTION etc.

Responsible for EOD,BOD also handling keys of branch
and vault.

Responsible for legal notice and reverting to authorities.

Responsible for settlement of deceased cases.

Cross sell products like - Health insurance, General
insurance, Life insurance, SIP, Mutual Fund(NFO), FD, RD.

Responsible for generating business through walk-ins at
Branch and finding asset opportunities.

Responsible for generating leads of Saving and Current
account- Proprietor, Pvt Ltd and Partnership and also
generating revenue through deepening in A/c.

Responsible for service activation like - Mobile banking,
Internet banking, NPS etc.

Talent4 Assure Consulting Services Pvt Ltd

Talent Acquisition intern 10 May, 2016 - 10 July, 2016

Responsible for talent acquisition process (Sourcing to
on boarding) and learning & development (Induction, Ice
breaking session,etc).

Prognosys Direct (Data Xylo) 11 December,2015 - 11 January,2016

Data Handling inter (Operations)

Microsoft Data Appending and Data Discovery

EDUCATION

I.T.S Mohan Nagar Ghaziabad

2015-17

PGDM(Marketing & HR)

1st Division

I.T.S Mohan Nagar Ghaziabad

2012-2015

BCA

1st Division

Dehradun Public School	2012
Intermediate (10+2)	
1st Division	
CSHP Memorial Public School	2010
High School (10th)	
1st Division	



ACHIEVEMENTS & AWARDS

Merit Certification for 8th Position in PGDM (2015-17) 3rd Trimester

Second position in Digital Campaign National Marketing leadership Conclave in 2015

Second position in Finance Quiz Competition in 2015

Second consolation position in Digital Campaign in 2015

First position in Techotrix Club and Book Review in 2014



TECHNICAL PROFICIENCY

M.S Office and Excel

HTML

Basic of C, C++



VALUE ADDITION PROGRAMS

Personality Development Programme

Tally computer course from HI -Tech Institute

PHP and Android by HCL in 2013