***Shruti Kapoor***

E-mail: shrutikapoor0707@gmail.com

Mobile no. 9198891919

***Career Objective:***

To secure a position in a progressive organization that provides ample opportunities to develop and use my skills to drive results and achieve corporate goals and Use public speaking skills and knowledge of accounting principles for the benefit of particular company as an experienced Financial Analyst .

***Carrier Summary:***

* Having 4 yrs of experience in finance sector as an financial advisor and finance analyst.
* Thorough understanding of banking procedures.
* Knowledge of foreign currency.
* Developing processes that reduce the time taken in processing loan applications.
* Having knowledge of profit and loss of accounts and strategic planning.
* Knowledge of fund management.
* Comprehensive understanding of industry and regulatory laws and regulations.
* Risk management and evaluation.
* Opening new bank accounts for individuals and also companies
* Tax planning and compliance and also Analysing financial reports.
* Providing advice on investments.
* Advising companies on how to effectively use their money to grow their business.
* Responsible for cash management.
* Strong ability to organize, track, manage project interdependencies.
* Actively develops team members’ capabilities by providing day-to-day guidance, feedback and on-the-job coaching
* Demonstrate an inclusive and global mind set.
* Excellent attention to detail, time management skills and ability to create sense of urgency
* Exemplary communication and customer service skills with proven experience
* Adaptable and a quick learner possess skills to work under pressure.
* Believe in Continuous learning and an innovative approach.

***Professional experience :***

* Currently working as an assistant manager grade in HDFC BANK LTD last 2.5 yrs.
* Having 1.5 yrs experience as an financial advisor in FUTURE GENERALI INDIA LIFE INSURANCE COMPANY.

***Professional Certification:***

* **Having IRDA certification in September 2017.**

***Achievements:***

* Got an promoted in HDFC BANK as an Welcome Desk manager.
* Achieving monthly star service excellence award as an non sales employee.
* Got promoted as an Senior relationship manager in Future generali India life insurance company Ltd.
* As an biggest achievement in my carrier fulfilling the targets and got a foreign trip in 2018.

***Professional and educational qualifications:***

* Completed my master of Business Administration from Shri Ram Swroop Memorial Group of professional college affiliated to Dr A.P.J Abdul Kalam technical University with an aggregate of 67%in year 2017 .
* Completed **B.Com.** from Lucknow University with an aggregate of 58.1% in year 2015.
* Completed **XII** from U.P. Board with an aggregate of 76.2% in year 2012.
* Completed **X** from U.P. Board with an aggregate of 65% in year 2010.

***Technical skills:***

**1.Packages :** Ms-Office and outlook

**2.Operating Systems** : Windows XP

**3.** Data entry skill

**4**.NuPoint teller software experience.

***Project under taken:***

* Successfully completed training in **HDFC Bank** on “**Comparative Analysis on Digital Banking of HDFC Bank Ltd. and Other (Private Sector)**” at Karvi, Chitrakoot (U.P.)

***Personal Details:***

**Father’s Name**  : Mr. Narendra Kapoor

**Mother’s Name** : Mrs. Anju Kapoor

**Date of Birth**  : 07-07-1995

**Permanent Address** :Flat 1504 ,Tower .A7,Saviour Greenisle Crossing Republik

Ghaziabad -201016

I, hereby declare that the information furnished in the curriculum vitae is true and reliable to the

best of my knowledge and belief.

***Shruti Kapoor***

Date:

Place: