

ARJUN KHANNA

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Location: India

SUMMARY

Detail-oriented and hardworking Banking & Finance fresher with strong knowledge of customer service, cash handling, KYC processes, and basic financial documentation. Passionate about beginning a career in the banking sector and committed to accuracy, confidentiality, and excellent client support.

EDUCATION

Bachelor of Commerce – Banking & Finance (2025)

National Commerce Institute

INTERNSHIP EXPERIENCE

Banking Intern – SecureTrust Bank (Jan 2024 – Apr 2024)

- Assisted in customer onboarding, KYC verification, and account updates.
- Helped process deposits, withdrawals, and cheque-related requests.
- Supported staff in preparing daily cash reports and ledger entries.
- Guided customers regarding banking products and digital banking services.

SKILLS

Customer Service, Cash Handling, KYC, Data Entry, MS Office, Basic Accounting, Communication, Teamwork

DECLARATION

I hereby declare that the above information is true.