



## GARIMA ARORA

### Professional Goals

A highly resourceful, responsible and competent worker. Passionate about tackling real life problems and a drive to see things through completion using both analytical and technical skills. I have successfully combined work with studies and other commitments proving myself to be self-motivated, organized and capable of working under pressure, I enjoy working with a team as well as on my own initiative. I am looking for an opportunity to learn new skills and strengthen the ones I already possess.

### Get in touch!

**Mobile:**

8802712201

**Email:**

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**Address:**

Prashant Vihar, Rohini, Delhi-110085

### Work Experience

**Customer care officer**

**HDFC BANK | June 2018-october 2018**

- Helps customers regarding insurance policies and credit cards
- Works closely with the customer care department head for resolving customer problems

### Academic History

**YMCA Institute Of Management Studies**

**Certificate completion in Banking & Finance**

**PGDM completion in Banking & Finance**

**Guru Nanak Public School**

**10th (2013) - 7.6% CGPA**

**12th (2014-2015) - Commerce - 75.25% CGPA**

**Sri Guru Nanak Dev Khalsa College**

**B.A Programme 2015-2018 - 6.9 % CGPA**

### PERSONAL SKILLS

Proficient in Microsoft Excel,  
Word, PPT  
Enthusiastic  
Goal Orientated

**SOCIAL WORK**

Member of Robin Hood Army  
(RHA), an NGO helping poor  
people with food and clothes

### Languages Spoken

English  
Hindi  
Punjabi