

SRIYA SUDHA

Date of Birth 15-09-1994

Contact details Email: sriya.sudha@gmail.com
Mobile: 8018181095

PROFESSIONAL SUMMARY

Skilled in Customer Relationship Management, have achieved the targets within time or before that. Good inter-personal skills, very good at NPA management and managing tax payments. Also, very good at Cross-Selling various Banking and Insurance products. Have worked on various hands-on Capstone Project and gained appropriate skills to work in the competitive market collaboratively.

PROFESSIONAL EXPERIENCE

2018- Till Date **Utkal Grameen Bank (SBI SPONSORED BANK)** **Rourkela/Odisha**
OFFICE ASSISTANT (MULTIPURPOSE)
Skill Set Achieved : Decision Making, Problem Solving, Strategy, Conflict Resolution

- Achieved the NPA Budgeted Target for FY 2021-2022 within 3 months after my joining and converted the loss making branch into profit making branch and contributed to our Bank's turnover.
- Improved the Taxation methods in my present position.
- Achieved the highest target in our region for Written-Off target in March 2021
- Improved the overall business of the Branch.
- Understood and applied selling techniques to open, develop and close sales and created product interest by actively cross-selling products and services to pursue customers.
- Evaluated client financial positions and identified most appropriate banking products.
- Collecting & Reviewing data for Reports.
- Set risk management policies to mitigate bank losses.
- Utilized up-to-date information to make effective decisions governing bank operations.
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Trained and mentored other banking staff to maximize performance, efficiency and compliance.

EDUCATION

2023-2025 **XLRI JAMSHEDPUR**
POSTGRADUATE DIPLOMA IN FINANCE/ Pursuing

2023-2024 **SP JAIN GLOBAL SCHOOL OF MANAGEMENT**
Advanced Project Management and Strategic Leadership/ Pursuing

2022 - 2023 **SIMPLILEARN**
MASTER IN DATA SCIENTIST/ GRADE- DISTINCTION

2012 - 2016 **NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA**
BACHELOR OF TECHNOLOGY/ MAJOR -BIOTECHNOLOGY/ CGPA-7.13(FIRST CLASS)

2012 **DEEPIKA ENGLISH MEDIUM SCHOOL,ROURKELA**
CLASS 12TH/CBSE BOARD/PERCENTAGE -78.8%

2010 **DEEPIKA ENGLISH MEDIUM SCHOOL,ROURKELA**
CLASS 10TH/CBSE BOARD/CGPA-9.6

LANGUAGES English, Hindi & Odia

OTHER EXPERIENCES

August 2023 **IIM BANGALORE**, Vista 2023:Numero Uno, A Strategy Case Competition **Bangalore, India**
Participated and obtained a Certification of Participation in the Vista 2023:Numero Uno, A Strategy Case Competition of the Vista 2023 IIM Bangalore's International Business Summit.

June 2023-July 2023 **J P Morgan |Chase**, Commercial Banking Virtual Experience Programme **Bangalore,India**

- Entered a company's most recent financial statement.
- Prepared a Capitalization Table.
- Prepared a company and industry overview page.
- Prepared a deal structure overview page while considering quantitative and qualitative analyses.
- Prepared a 10-year Financial Model Forecast.

June 2023-June 2023	Med Tour Easy , Data Analytics Trainee	Delhi, India
	Experienced hands on working of a Data Analytics Professional and worked under the supervision of project mentor & developed the project entitled "Analyze Death Age Difference of Right Handers with Left Handers".	
June 2023	Skill Nation , Business Intelligence Using Power BI	Online Course
	<ul style="list-style-type: none"> • Learned hands on all the skill sets of Power BI 	
May 2023	KPMG , Training Programme on "Diploma in IFRS from ACCA"	Online Course
	<ul style="list-style-type: none"> • Active participation on Training Programme on "Diploma in IFRS from ACCA" 	
May 2023	Simplilearn , Data Scientist	Online Course
	<ul style="list-style-type: none"> • Successfully completed the Data Scientist Program in collaboration with IBM. • Successfully completed training program on "PYTHON for Data Science". Capstone Project on - "Data Analysis with Python using Feature Engineering Techniques". • Successfully completed training program on "Tableau Training Desktop 10". Capstone Project on - "Comparison of Region Based on Sales using Tableau". • Successfully completed training program on "Business Analytics with Excel". • Successfully completed training program on "Data Science with R". Capstone Project - "High value customers identification for an E-Commerce company". • Successfully completed training program on "SQL". Capstone Project - "ScienceQtech Employee Performance mapping". 	

SKILLS

- Decision Making
- Strategy
- Problem Solving
- Conflict Resolution
- Collaborative Working Environment
- Team Management
- Account Reconciliation
- Accounting
- Data Visualization
- Meta Data Management
- Data Governance
- Confirmation Bias
- Operations Management
- Project Management

IT PROFICIENCY

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Python Basics
- SQL
- R Programming
- Tableau
- Power BI
- Project Plan 365

PERSONAL INTERESTS

- Cooking
- Watching series and movies