**JYOTI SINGH**

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Contact No.: +919628759449, 8765250834

**Career Objective**

Seeking a responsible post with growing opportunities in a reputed bank where I can utilize my skills and experience.

**Career Summary**

* An innovative and unique thinker with excellent managing skills possesses 3 years rich experience as Assistant Manager in Axis Bank Ltd.( AUG 2013 - Present)
* Excellent capability of managing the operations of the bank.

**Summary of Skills**

* Certification in **Life Insurance** from IRDA.
* Certified in **NISM** series V-A (mutual fund distribution).
* Equipped with the knowledge of MS -Excel, Word, PowerPoint
* Exceptional motivational and leadership skills.
* Excellent communication skills in written and verbal both.
* Remarkable patience with reliability and responsibility.
* Ability to make a strong and healthy relation among the employees.

**Key Responsibilities Handled**

* Manage the plan and new schemes which are being introduced by the bank.
* Providing solutions to customer queries and requests by coordinating with various departments.
* Relationship management with priority and HNI customers.
* Train the new employees.
* Responsible for advising clients with regards to financial matters such as investments & loans.
* Over the counter cross selling the financial products to the customers.
* Effectively processing RTGS & NEFT transactions.
* Handled inward and outward clearing of the branch.
* Issuance and printing of DD & PO.
* Managing CMS, AT PAR and PAY PRO collection of the bank.
* To take care of day to day operations and transactions at branch and timely EOD of the branch.

**Educational Credentials**

* M.B.A B.I.ET ,Jhansi , 2011-13

**73 %**

* B. B.A. Bundelkhand University, Jhansi, 2008-2011**.**

**73.6%**

* Intermediate: Kendriya Vidyalaya , Babina, 2007**.**

**CBSE, 80.2%**

**Achievements**

* Received certificate of appreciation for qualifying life insurance contest 3 times.
* Received certificate of appreciation for Mutual Fund contribution of 20 lakhs single ticket.
* Hosted and anchored at the stage of Abhinandan in BIET college.

**Personal Details**

**Date of birth:** 01/07/1989

**Languages Known:** Hindi, English (Read, Write, Speak )

**Hobbies:** Fabric painting & Dancing.

**Address:** C/O KD Singh, HNO.128, Ramaniwas ,Opposite dr. Javed hospital, Arazibagh ,Azamgarh, PIN-276001

**References**: Available on request