**GARIMA CHAUDHARI**

**ICICI BANK LTD**

**Itwara Bazar Branch**

**NarsinghpurMP 487001**

**+91-7354467666**

**garima.chaudhari5446@gmail.com**

**CAREER OBJECTIVE:**

To accept any position of which i am qualified that provides challenges and opportunities for additional and healthy learning.

**PROFESSIONAL QUALIFICATION**:

Completed **Post Graduate Diploma in Banking and operations** from IFBI, graduate from GYAN GANGA COLLEGE OF TECHNOLOGY IN COMPUTER SCIENCE ENGG.(CSE)

**WORK EXPERIENCE**

Join ICICI Bank Ltd as a senior **Officer** on 10 august 2015

**Current position**      Senior officer in ICICI BANK LTD

**Joining Date**       10 august 2015

**Current CTC**          2.6lac

**Working profile**      customer service, customer handling, clearing, cash handling & management

                                   Daily operational work (including Transactions) Team management

                                   finacle software

**KEY RESPONSIBILITIES**

* Process transactions accurately and efficiently in accordance with established policies and procedures.
* Ability to identify customer needs and refer financial products and services.
* Efficiently operate computer software used to perform daily duties. Like Finacle 10X
* Daily operations with check cash, deposits, withdrawals, and foreign exchange
* Perform daily opening and closing procedures within the banking center
* Processing customer deposits, withdrawals, and payments.
* Referring customers with financial problems to other colleagues for assistance.
* Following bank procedures when performing transactions.
* Handling, Controlling and monitoring the levels of cash in the teller drawer and following all check cashing and cash
* Adhering to all bank security, audit, and compliance requirements.
* Cross selling bank services, selling financial services.
* Reporting any suspicious customer activity to bank managers

**Academic Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Qualification** | **Institute/ University** | **Year of Passing** | **CGPA** |
| **Post Graduate Diploma in banking &  operations** | **IFBI-NIIT   JULY 2015** | **2015** | **80%** |
| **Bachelor of   Engineering(BE)** | **GYAN GANGA COLLEGE OF TECHNOLOGY JABALPURA(M.P.)** | **2009-2013** | **62%** |
| **Higher Secondary** | **CBSE Board** | **2009** | **59%** |
| **High School** | **CBSE Board** | **2007** | **71%** |

**CERTIFICATIONS**

NSE certification in financial markets- NSDL

NISM national institute of securities market-NISM

PAN number –**BBIPC3230L**

**Personal Information:**

**Father’s Name  :** Mr. SANJAY CHAUDHARI

**Mother’s Name           :** Mrs. ANITA CHAUDHARI

**Hobbies                          :** Music, cooking, watching movies, etc

**D.O.B                               : 29th JANUARY 1992**

**Gender                           :**FEMALE

**Languages Known      :** HINDI, ENGLISH

**I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.**

**Date: march 2017**

**Place:      NARSINGHPUR                                                                  (GARIMA CHAUDHARI**)