

Ankita Jain

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PROFILE- ABOUT ME

Having a practical exposure of 6+ months after completion of successful learning from Alma Maters. Actively being in sales and operations, the core areas of my branch. I Found little variations from what was written and taught, yet enjoy taking every new opportunity possible and assessing Finance being the actor in every role in every aspect. Eagerness, aspirations, and determinations direct me to aim higher. If given a chance, I can assure with great success parallely been working for the company and on me to derive mutual interest.

PROFESSIONAL EXPERIENCE AND PROJECTS

Professional experience	City Union Bank Ltd, New Delhi Designation: Assistant Manager (Operations) Profile: Sales and Operations Roles and Responsibilities: <ul style="list-style-type: none">• Acting as an Operation Manager of the Branch.• Watch over Loans and advances section.• Leads generation/creation of prospective customers from star-rated customers and other existing clients/professionals directly/indirectly linked with the Bank where I resulted in to get leads 90% of the time.• LIC and health insurance campaigns are day to day priority, led the conversion of clients• Attending customers after fixing meetings for Business conversions.• Prompt action on the legal cases/notices been filed and has effectively completed around 80% falling pendencies.• Solving customers' grievances up to my best level.	August 2019 (Currently working)
Professional experience Internship Full-time	Star Financial Group, Hyderabad Finance Intern Role: Research Analyst Project: Tools and techniques used in the Security market. <ul style="list-style-type: none">• Analysis of market on fundamentals.• Application of technical tools on the online trading portal.• Simulation on virtual account to take calls for buy/sell. Responsibilities: <ul style="list-style-type: none">• To educate and advise individuals on investment decisions via cold calling and face to face meetings.• To stimulate individuals to make investments by sending official mails.• To attend the calls of students from various colleges to get their interviews fixed.• To design a logo or video for the company.• To promote the company on social sites like Facebook and Instagram.	5th March 2018- 8th June 2018

PROJECTS		
Project (during PGDM)	Management project Title: Study on Small Finance Banks <ul style="list-style-type: none"> To study the scenario before and after the introduction of Small Finance Banks. 	2017-19

Degree	Year of passing / graduation	School/College
PGDM - Finance	2019	Institute of Management Technology, Hyderabad
BCOM - Commerce	2016	Christ Church College, Kanpur
Intermediate	2013	SSDEC (CBSE)
High School	2011	SSDEC (CBSE)

Competencies
<ul style="list-style-type: none"> Time Management skills by keeping everything intact intime. Interpersonal skills help me to reach out to strangers. Skilled both as a team player and individual contributor. Risk mitigating skills via proper execution of precautionary steps against legal cases. Hard core worker while being stoical and a passionate learner.

CERTIFICATIONS
<ul style="list-style-type: none"> Financial Analysis Pro Degree course from Imarticus Learning, Delhi. Contribution to the education and skill development for Women as a volunteer at Kanpur Pragati Manch. NCFM certification in Currency Derivatives. Stock Market Basics from Varsity by Zerodha.

SKILLS AND TECHNICAL EXPERTISE
<ul style="list-style-type: none"> Knowledge of Microsoft products like MS Word, MS Excel, MS PowerPoint. Knows HTML, and need refreshments. Knowledge on Technical Analysis used in candlestick chart and is an active trader in Share Market and has marked 16% of the return in last 3 months.
ACHIEVEMENTS, AWARDS, AND ASSOCIATIONS
<ul style="list-style-type: none"> Got the story on “Old Boys School: NPS vs PPF” printed in a book. Successful completion of a workshop on Indian Financial Markets conducted by Karvy. Former Volunteer at Kanpur Pragati Manch, NGO. Participated in HRig-VEDA 3.0 and Celebrity Index, event at NMIMS.