

## **DEEPA MISHRA**

**Communication Add.:** 346 premium Park Samruddhi  
Villa Near Aurobindo Hospital, Indore, M.P.-453555

**Permanent Add.:** Besides Silver Lining School, Shivpark Colony Near  
Mahadev ghat, Patan Road, Amleshwar, Dist.Durg, C.G.-491111

**Mobile No.:** 9425227309/7869404624

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### **Career Objective :-**

Seeking challenging position in a fast-paced organization where I utilize my skill and knowledge and offers me considerable growth and development in terms of professional experience.

### **Job Experience:-**

#### **➤ HDFC Bank**

**Tellar : From 06/10/2022 to 22/09/2023**

- I have managed PBWD desk effectively carrying out work through process in the relevant product circular with timely execution.
- Ensured customer query resolution properly and within assigned period.
- Maintaining lobby management and following proper process.  
Reference generation.
- Account retention & Handling account deliverable.
- Providing customer with quality services so they become loyal customers of the bank and able to cross sell them.
- **Analysis of Teller:** Inputting NEFT ,RTGS, Fund transfer . Bookings & Cancellation & Liquidation of FD,RD, DD,MC, Maintaining cheque returns.
- **Locker:** I was the primary custodian for the locker and handling more than 500 lockers.
- **Sales:** Trying to fulfill the set targets given to me on monthly basis.

### **Internship experience:-**

- I've completed internship from 04<sup>th</sup> June to 13<sup>th</sup> July 2018 in **Sales and Marketing** with **Raletta Technology Pvt. Ltd, Indore.**
- One month internship from 20.09.2017 to 20.10.2017 in **Sales and Marketing** with **Lotus showroom, Indore (M.P.)**
- 45 days internship in **Business Development officer** with **Shoppers Stop, Indore (M.P.)**

### **Educational Qualification :-**

- **2017-2019:** I have completed my **PGDM (Post Graduation Diploma in Management)** in Finance and Marketing from IPS Academy, Indore affiliated by AICTE .
- Completed Bachelor Degree in B.com from Pt. Ravisankar University , Raipur (C.G.)
- Higher Secondary (commerce) from C.G. Board of Secondary Education, Raipur(C.G.)
- High School from C.G. Board of Secondary Education, Raipur (C.G.)

### **Computer Education:-**

Diploma in Computer Application from Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal.

*Deepa*

**Personal Profile:-**

Father's Name : Shri Shivnarayan Mishra  
D.O.B. : 13/01/1996  
Marital Status : Married  
Language : Hindi & English

**Declaration:-**

I hereby declare that all the above information supplied by me is true to my belief and best knowledge.

Place: Indore  
Date:

  
Deepa Mishra