

# Kanchan Agarwal

Pune, Maharashtra

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## Work Experience

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### **Internship**

BANK OF MAHARASHTRA - Pune, Maharashtra

December 2019 to February 2020

I have completed a internship of 2 months in bank of maharashtra shaniwar peth branch cheque clearing, stamping, calls to customer's having accounts, passbook printing, NEFT and RTGS transactions was handled by me

### **HR Executive**

HR Consultancy Firm - Pune, Maharashtra

March 2019 to August 2019

in a consultancy firm, I was handling placements in mnc's

### **HR Assistant**

Pune, Maharashtra

January 2019 to February 2019

I have a work experience of 2 months as a HR assistant

## Education

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### **First year in banking in Banking insurance and finance**

Ness wadia college of Commerce - Pune, Maharashtra

Present

## Skills / IT Skills

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- Customer Service
- English proficiency
- Sound knowledge of ms office
- Hr Management
- Hr Operations
- Banking