**CURRICULUM -VITAE**

**PREETI TIKARE**

**Mobile:** 9009176353

**Email:**[preetitikare001@gmail.com](mailto:preetitikare001@gmail.com)

**CAREER OBJECTIVES**

To obtain a position of responsibility in an Organisation, where I can utilizes my knowledge and interpersonal skills to the fullest extent and further enhances my knowledge and learn new things and achieve my personal as well as organizational goals.

**EDUCATIONAL QUALIFICATIONS**

* **M.B.A(HR)** from TIT Group, BHOPAL, (B.U, M.P.) Year 2015**(77.67%)**
* **B.com (ComputerApplications)** from BSSS Bhopal, ((B.U, M.P.) Year 2012 **(77.71%)**
* **Higher Secondary School (12th, COMMERCE)** from Madhya Pradesh Board Year 2009 **(62.80%).**
* **High School (10th)** from Madhya Pradesh Board Year 2007 **(66.80%).**

**EXPERINCE**

**Junior Officer (ATM Coordinator) (Dec 2017 to Jan 2021)**

HDCF BANK ( Arera Colony Branch, Bhopal)

Responsibilities:-

* **Ensuring 3 Audit inspection of ATMs in Bhopal and Jabalpur city attain the “satisfactory” mark**
* End to end responsibility for managing uptime availability of the ATMs in the City by taking steps to avoid cash outs
* Liaise with Currency Chest/main Branch so that cash is made available to the CIT Agencies
* Take care of customer disputes pertaining to wrong dispensation of Cash and capture of Cards & Do an end to end reconciliation of the ATMs.
* Manage all Third Party vendors at the ground level including the CIT Agencies
* Provide remote support provided to Branches for NON ATMC locations for Recon/ATM/TMKs Manage customer delight through Site visits Ensure that all Offsite and Captive ATMs are visited once a month without fail.
* Proper Coordination with Admin team/Vendor for resolution of site issues within TAT Proper coordination with E-Surveillance vendor for security related issues.
* Wooqer updation to be done 100% Ensure thorough Cash Verification ATMc to ensure that cash audits are done with sincerity & in the Wooqer without any miss outs.
* Any deviations found during cash audits have to be reported on an immediate basis to the supervisor.
* ATMC to look for any suspicious behavior of the CIT Agency ATMC to ensure to complete the Cash Van Verification as per stipulated number of Vans.
* Shortcomings on Cash related things have to be reported to Supervisor immediately.
* To coordinate between branch & CRAs to ensure timely cash handover to CIT agencies.

**Office Assistant (Aug 2016 to Nov 2017)**

**PSN Foundation (NGO-Promoting society & Nature)**

Responsibilities:-

* Manage all the documents in Ms-Excel & hardcopy
* Co-ordinate with head of departments for Govt. Projects
* Worked on PMKVY & NULM Projects

**ACHIEVEMENTS**

* Certificate of Training has completed the **I SECURITY AMBASSADOR** 2019-2020 e-learing on Information & Cyber Security securing 85%
* Certificate of Training has completed the **I SECURITY AMBASSADOR** 2018-2019 e-learing on Information & Cyber Security securing 75%
* Secured 1st position in overall TIT GROUP in MBA (GROUP TOPPER) final year for academic session 2012-2014.
* Secured 1st position in TIT GROUP (College Topper) in MBA 3rd & 4th Semester.
* Secured 3rd position in PGDCA in 2013.
* Awarded ‘A’ Grade for Advance Diploma in Computer Programming (DCA) .

**TRAINING**

* **Graduation Level:-**
* Project on: “STUDY AS A CAREER OF COORDINATOR IN SCIENCE TECH EDUCATIONAL SOCIETY”(NGO),BHOPAL
* **Summer Training (PG Level):-**
* Project on: “STUDY AS A PERFORMANCE APPRASIAL SYSTEM AT KNOWLEDGE PARK, BHOPAL”

**PERSONAL DETAILS**

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| Name | : | PreetiTikare |
| Father Name | : | Mr. L.R. Tikare |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Temporary Address: | : | Flate No.407 Alassio recidency, near Panjabi rasoi, ravet, MH 412101 |
| Permanent Address | : | House no. 24 Rishi puram phase 3rd, Anand Nagar, Bhopal, MP 462021 |
| Phone No. | : | 9009176353 |
| Date of Birth | : | 1st Dec. 1991 |

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place**:** Pune Preeti Tikare

Date: