Sahana DR G Shankar

Govt women’s first grade college & PG study center, UDUPI

Email: **nsahana93@gmail.com** Master of Commerce (**MCOM** in Taxation)

Phone: **+91-8861243187**  (2014-2016)

CGPA – 7.14/10

**Career Objective**

An experienced and well maintained professional having ample amount of knowledge in the banking sector and seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in favor of the company

**Professional Exposure**

* Responsible for advising clients with regards to financial matter such as loans, taxes, investments and securities.
* Responsible for assessing the client's financial standings and offering bank programs by that financial standing
* Responsible for smooth daily operations as the financial institutions
* Responsible for helping clients with their financial questions and needs.
* Responsible for keeping complete and accurate records of financial institutions transactions on daily basis

**Work Experience**

**Junior clerk,****Udupi Industrial co-operative society Limited Sep 2016 - Present**

* Responsible to deal with investment and new accounts every day
* Responsible for directing the use of the latest technology and procedures hence increasing the client's services at higher rates
* Manage branch operations and day to day activities
* Handled selling and buying of the banking products.

**Skills and Strength**

* Strong typing skill
* Proficient with Microsoft Office—word, Excel, Power point.
* Good analytical and planning skills
* Abilities to learn new technologies quickly
* Team management and training
* Good communication (English, Hindi, kannada, Tulu) and interpersonal skills

**Achievements Awards**

* Completed Post Graduate Diploma in Computer Applications(PGDCA) course
* Attended Debt recovery agent (Related to the banking sector) conducted by national skill development schemes Government of India
* Won 1st place for district-level group singing competition (in 2007) held at kundapura Udupi

**Declaration**

I do hereby declare that the above statements given by me are true to the best of my knowledge and belief.

Date:

Place: Udupi Sahana