

CURRICULUM VITAE

Farzana Banu

+919686418499

Farzu.banu@gmail.com

Present Address

No 335/62 3rd B cross

Basavalingappa nagar

near sampigeahalli

Police station ward no.5

Jakkur post Bangalore-64

CAREER OBJECTIVE:

To have a Growth oriented career where I can prove my potential on the ground of performance & commitment & contribute my knowledge and talent towards the growth and development of the organization.

EDUCATIONAL QUALIFICATION:

Degree	University/Board	College/School	Year of passing	Percentage
M.com	Bangalore University	Correspondence	2013	49
B.com	Tumkur University	Govt. University College, Tumkur	2010	55
P.U.C	Department of pre-university education, Karnataka	Bapuji PU College, Tumkur	2007	62
S.S.L.C	Karnataka Secondary Education Board	Bapuji High School, Tumkur	2005	52

TECHNICALSKILL SET:

Computer Skill, Tally 7.2 & 9.0, DTP, Photoshop,

1. WORK EXPERIENCE:

- **Designation** : Accounts executive
- **Organisation** : S.S.STEELS
- **Period** : jan-08- 2012 to Jan-06-2013

Main Job Tasks and Responsibilities

- prepare purchase and sales journal entries
- general ledger operations
- monthly closings and preparation of monthly financial statements
- reconcile and maintain balance sheet accounts
- assist Auditor with year-end closings
- monitor and resolve bank issues including fee anomalies and check differences
- assist with preparation and coordination of the audit process
- maintain attendance register of the employees
- maintaining the invoices and stock register

2. WORK EXPERIENCE:

- **Designation** : Back office Executive
- **Organisation** : HDFC BANK (Pamac)
- **Period** : Oct-17-2016 to july-24-2017

Main Job Tasks and Responsibilities

- Two wheeler and four wheeler loan files login
- Quick data entry
- Tele verification
- Cibil verified
- Detail data entry
- Underwriting
- FI Initiation
- Underwriting forward

3. WORK EXPERIENCE:

- **Designation** : VDI (Varified and data inputer)
- **Organisation** : HDFC BANK LTD (HDB Financial service)
- **Period** : Oct-17-2017 to May-02-18

Main Job Tasks and Responsibilities

- CREDIT CARD DEPARTMENT
- Varified application
- Data entry
- Daily MIS
- Submission
- Segregation

4. WORK EXPERIENCE:

- **Designation** : Admin and Co-ordinator
- **Organisation** : Finbros marketing pvt ltd
- **Period** : May-05-2018 to Till date

Main Job Tasks and Responsibilities

- Employees attendance Register maintenance
- Employees Salary responsibility
- MIS co-ordinator as well as bank co-ordinator
- Bank Payout follow up
- Office stationary management
- Employees Documentation.
- Office expences accounts
- Petty cash Maintainence

STRENGTHS:

- Good analytical and communication skills
- Quick learner
- Out going nature.

HOBBIES:

Watching Movies, listening to music, Playing games, Surfing Websites

PERSONAL DETAILS:

Date of birth : 7th January 1989

Father's Name : Nusrath ulla shariff

Permenent Address : Nusrath ulla shariff
C/o Abdul wajid # 10/1
OPP-Chammundeshwari Temple
Barline Road Tumkur-572101

Language Known : English, Hindi, Kannada, Urdu.

Nationality : Indian

Gender : Female

Marital Status : Married.

Husband name : Syed Liyakath Ulla

DECLARATION

I here by declare that the details furnished above are true.

PLACE:
DATE :

Thanking you
FARZANA BANU