

# CURRICULUM VITE

## Manoj Govind More

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### Educational Qualification

Feb 2007	SSC (PUNE, MAHARASHTRA STATE BOARD) PASS
Feb 2009	HSC (PUNE, MAHARASHTRA STATE BOARD) Appeared

### Objective

To begin my career as a bank clerk by working in an established organization where I get an opportunity to sharpen my accounting skills and acquire further knowledge in field of banking. It will also help to enhance my skill & strengths & to grow along with organization gradually.

### Professional Summary

- One Month training at Samarth Sahakari Bank Ltd, Solapur ,BCBF Nigdi, Pune.
- Good knowledge of banking software & custodian.

### Skill

- Work On Microsoft Excel & Microsoft Word.
- Strong Interpersonal Skills.
- Thorough knowledge about the banking regulations, acts and guidelines
- Excellent communication and customer service skills

### Work Experience

Bs Mechatronics Pvt. Ltd. Chinchwad Pune : As a data entry operator for Eight  
months, in 05 feb 2012 to 10 sep 2012

Saran Tvs, (Century tvs), Pune : As a sales executive for one year.  
in 01 Jan 2015 to Dec 2015

Samarth sahkari bank ltd. Solapur. : As a assistant 01 may 2016 to 31 march 2019

### **JOB DESCRIPTION**

- Handling the walk-in customers in the company premises.
- Maintain good relationship with Customers.
- Respond to customer inquiries.
- Proper execution of order and dispatch it on time.
- Ensure all ordered items are delivered as promised.
- Follow up on customers

### **SAMARTH SAHAKARI BANK LTD, SOLAPUR (BCBF Nigdi, Pune)**

➤ 01 MAY 2016 To Till Now **Designation** : Assistant clerk

### **JOB DESCRIPTION**

- Work On Banking Software Of custodian.
- Filling and scanning a new account forms. and stamping on the new account forms.
- Expertly Handle Accounts & Payments.
- Provide exceptional clerk at support to junior staff.

**Declaration** : I hereby declare that the information provided above is true.

Thanking You,

Yours Faithfully,

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Mr. MANOJ. G. MORE