

# **RESUME**

## **RASHMI GAUTAM**

Permanent Add.

E-19 DDA Reselment Colony Khyala

New Delhi-110018

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Emai-Rashmigautam63@gmail.com

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## **CAREER OBJECTIVES**

To work in challenging environment which provide an ample opportunities for learning, where I can apply knowledge and skills for mutual benefits to move up the organization on merits and hard work with passage of the time.

## **EDUCATION**

- B.A Delhi University.
- High school and Sr.secondary CBSC Board in Delhi.

## **COMPUTER KNOWLEDGE**

- Efficient in working with Microsoft office(Ms-word, Ms-Excel, Ms-PowerPoint, Internet)
- Typing and Short hand In English
- Comfortable to work in PC environment.

## **PROFESSIONAL EXPERIENCE**

Overview GLMS is the third largest private sector bank in India. Axis Bank offers the entire spectrum of financial services to customer segments covering Large and Mid-Corporates, MSME, Back Office.

**Currently working as Front Desk Officer in Axis Bank Ltd under GLMS LTD (18 August 2012 to till date).**

Back Office & Data Entry Banking.in axis bank ltd Delhi main branch cp

## **SOFT SKILLS**

- Have an ability to integrate into and work in po.
- Dedicated and hard working.
- Good presentation, communication and inter personal skills.

- Adaptable to any software package.

### **Hobbies**

Listening music and dancing

### **Personal information**

Fathers name	:	Mr. B.S Gautam
Mothers name	:	Mrs. Pushplata
Date of birth	:	22 March 1986
Marital status	:	Unmarried
Languages known	:	Hindi and English.

### **Declaration**

I hare solemnly declare that information furnished above is true correct to the best of my knowledge.

**PLACE: NEW DELHI**

**(RASHMI GAUTAM)**