RESUME

RUKHSAR IQBAL AHMED DARUGAR

Email:

ruks91991@gmail.com Mobile No: 9860352599

Permanent Address:

Flat no 2, Golden City, 1st floor beside Roshan Masjid, Bhawani peth, Pune

Personal Data:

Father's Name: Iqbal Ahmed Darugar Mother's Name: Shainaz Darugar Date Of Birth:09th Feb 1991

Sex: Female

Nationality: Indian. Marital Status: Single.

Languages Known:

English, Hindi , Marathi

Hobbies:

Singing, listening to music

Objective:

To secure a challenging position, offering responsibility as well as an opportunity to contribute to the Organization with full effort and dedication with my work and to enhance my skills.

Education:

Master in Commerce

Assets:

- Highly motivated to work as a team.
- Hard working capability.
- Ability to work with different people in Different situations.

Work Experience

1) Name of Organization - The Muslim Co Op Bank Ltd

Job Position: Clerk

Job Responsibilities:

- Handling of all types of clearing,
- ➤ Issuance and cancellation of DD/PO
- Opening of all types of accounts CASA and term deposits
- Handling of cash transactions

Date of Joining- 01st January 2015 **Date of Leaving**- 14th November 2017

2) Name of the Organisation - Axis Bank Ltd

Job Position: Assistant Manager

Job Responsibilities :

- Timely processing of bank transactions like Fund transfer, Clearing, Reconciliation of Office accounts.
- > Ensuring timely resolution of Customer queries and processing of all types of Customer requests.
- > Lead generation of CASA to new customers and deepening of account balances for existing customers.
- > Cross selling of third party products (Life insurance, General Insurance, Mutual funds, credit cards) to existing customer base.
- Ensuring error free entries of cash receipt and payment and ensuring timely completion of EOD

Date of Joining – 30th November 2017 Date of leaving – Currently working

Educational Qualification

Exam passed	University	Year	Percentage
M.Com	Pune	2014	73%
T.Y.B.Com	Pune	2012	76%
H.S.C.	Pune	2009	77%
S.S.C.	Pune	2008	86%

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Pune

Date: 28/06/2019 Rukhsar I qbalahmed Darugar