

**CAREER OBJECTIVE**

- To work in a growth oriented organisation where my intellect and management skills will be utilized towards continuous growth and advancement of self and the organization.
- To give value addition to my organization from my learning and experience in the field.

**ACADEMIC QUALIFICATION**

Year	Course	Board/ University	Name of the Institution	Performance
2013	B.COM(H)	VBU	Guru Nanak College, Dhanbad	60.00%
2010	12th	CBSE	Rajkamal Saraswati Vidya Mandir, Dhanbad	69.67%
2008	10th	JAC	Mont Bretia School, Dhanbad	74.20%

**WORK EXPERIENCE****Branch Banking – Relationship Manager at Yes Bank, Dhanbad, Jharkhand (Sep’ 16 – Till date)**

- Acquisition of current accounts & trade/Fx led CA customers in the identified segments .
- Deepening of relationship in the existing portfolio .
- Revenue generation from trade forex remittances.
- Cross Sell other products like POS machines & business loans.

**Transaction Banking – Customer Service Officer at Axis Bank, Giridih, Jharkhand (Mar’ 16 – Sep’16)**

- Handling Inward/Outward Remittances(branch process)
- Processing of Trade Bills(Import/Export/Inward/Outward Bills-branch process)
- Monitoring of all trades booked from execution to settlement Compliance to regulatory guidelines (FEMA, UCPDC, RBI, INCO Terms)
- Working knowledge in Bank Guarantee, Letter of Credit, Buyer/Seller's Credit, ECB & Retail Forex product sales
- Ensuring smooth interaction with customers and quick processing of trade and Forex transactions within SLA
- Generating revenue from trade forex remittances, booking forward contracts, loading multicurrency forex cards etc.

**Gold Loan - Operation Executive at Muthoot Finance, Dhanbad, Jharkhand (Oct’ 14 – Mar’ 16)**

- Responsible for accepting & appraising gold Jewellery as per company norms.
- Ensuring proper Verification & Valuation of Collateral Securities and Documents.
- Acting as cashier as well as vault custodian.
- Ensure recovery of loan interest and principal collection on timely basis & reduce NPA.
- Responsible for removing of audit objections and irregularities.
- Doing money transfer transactions like Western Union, Instagram, Royal Money etc.

**OTHER PROFILE**

- Passed Diploma in Computer Application & Tally 9.0 from Rajkamal Saraswati Vidya Mandir, Dhanbad with ‘A’ Grade in the session 2009-10.
- Cleared Common Admission Test (CAT) with valid score card conducted by Indian Institute of Management .

**COMPUTER SKILLS**

Working knowledge in MS Office package - Excel, Word and PowerPoint

**PERSONAL DETAILS**

Date of Birth : 13th September, 1992

Languages known : English, Hindi & Marwari