

Sweety Kumari Singh
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CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the Bank/Company.

SKILLS

Communication skills, Interacting with our team members, employees and management.
Leadership skill.

EXPERIENCE

- | | |
|------------------------------------|--|
| Jun-2019 - Oct-2020 | Sanehi Loko Sansthan. |
| Counsellor | <ul style="list-style-type: none">• Outstanding knowledge of principles of psychology and mental health and expertise in implementing many types of behavioral and counselling therapies.• Strong sense of integrity when dealing with clients and a commitment to keeping information confidential when necessary. |
| Dec-2020 - Nov-2021 | Utkarsh Small Finance Bank |
| Cashier(Customer Service Officer) | <ul style="list-style-type: none">• Handling Operational Activities at Branch. Officer)• Mail Delegation & Team Query and Resolution at branch.• Maintaing in all Kinds of Registers.• Cash Collection & Maintenance of Books of A/C at Branch level. Received on the mails From Head Officer with all the Team Member.• Maintaining MIS and Trackers for Above Mentioned Activities.• Cross Sale at Branch (Saving Account, current A/c. Fixed Deposit&Recurring Deposit, Micro) |
| Dec-2021 - Nov-2022 | Krishi Unnati Resources PVT LTD |
| Operation Manager | <ul style="list-style-type: none">• Handling the entire sales team of Bihar Zone.• Our main duties include setting goals and quotes for sales teams, creating training schedules and maintaining the inventory of sales presentation tools. |
| Dec-2022 - Till Today | Urban Money PVT LTD |
| Operation Manager | <ul style="list-style-type: none">• Significant experience in managing various loan operations and portfolios .• Solid knowledge of loan procedures and credit documentation.• Worked on Portals of Bank (HDFC, ICICI, Axis, Yes) and NBFC institution such as Lending Kart, Bajaj, Chola Mandalam.• Presenting and demonstrating the value of products and services to prospective Clients.• Responsible for creating and maintaining Excel spreadsheets. |

PROJECTS

Project Name: Sanehi Loko Sansthan.

Role: Counsellor

Team Size: 10

Project Duration: 0 Day

Project Detail

Case management proficiency Communications theory Learning disability awareness Mental health support Skilled in intake interviewing Intervention planning Adept at conflict resolution

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
10th	High School Harsar dhanauti	BSEB Board	67.8 %	2013
12th	DAV PG College	BSEB Board	64.6 %	2015
B. Com	MMHAP University	Maulana Mazrahu Haque Arabic and Persian University	60 %	2018
MSW	NEFT University	NEFT University	6.51	2020

ACHIEVEMENTS

Utkarsh Small Finance Bank I achieved my sales targets within estimated time

Krishi Unnati Resources PVT LTD Completed my target and come up with a new ideas to generate busines from market, and implemented new ideas to improve our system.

STRENGTHS

- Fast learner
- Multitasking Capability
- Ability to work with minimal supervision
- Leadership Quality

AREAS OF INTERESTS

NGO, Bank

PERSONAL DETAILS

Address Tilauta Rashulpur, Pachrukhi
Siwan, Patna, 841233

Date of Birth 15-02-1998

Gender Female

Nationality Indian

Marital Status Single



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