

SANJEEV KUMAR

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CAREER OBJECTIVE

My objective is to work & serve to the best of my potential for an organization that nurtures its resources by promoting commitment, innovation and team work to bring out the best.

EXPERIENCE

- ICICI Bank Ltd** 31st July 2015 - 19th February 2018
Senior officer(Maker)
Senior officer(Maker)-Customer requested the branch,branch raised the service requests (SR) then i checked all request form documentation if everything document or kyc form are correct i processed the case ,if any rejection in a case directly contact to branch or customers.
KYC for new account opening and REKYC for existing customer,
MIS making and updating to senior.
Inward clearing – fund transfer ,neft and rtgs process ,signature verification and checking and processing the cheque Verification the document then process the service request.
cheque book request process,neft and rtgs
Processing on all servicing path like as- National pension scheem,Atal pension youjana,Sukhanya samridhi account , Public provident account ,joint cust id creation and finacle modifcation and etc.
Provide the training for employee on various activity or various product

EDUCATION

- Institute of finance,banking and insurance,Patna**
Post graduate diploma in banking operation
76
2015
- Govt.College of commerce and business administration sector 42 chandigarh**
Bachelor of business administration (BBA)
58
2013
- Kendriya vidyalaya 3BRD, Chandigarh**
12th
65.4
2010
- Capt college,Chandigarh**
Diploma in compute,accountancy and taxation
86
2010

TECHNICAL SKILLS

- Attended a course titled Diploma in accounting and taxation in CAPT College.
- MIS making and updating.
- Experience and expertise in installation of various software specially banking industry software.
- Expertise in the usage of MS office tools namely -: MS-Word, MS- Excel, MS Power Point, MS Front Page.
- Experience and expertise in MICROSOFT EXCEL

PROJECTS

- Quest for quality (ICICI Bank Ltd)** 2016 -2017

Complete 6 project for quest for quality SR and improve the process and implement pan india level

ACHIEVEMENTS & AWARDS

- In ICICI BANK - complete 6 project for quest for quality SR and improve the process and implement pan india level.
- NISM and NSDL exam cleared
- Participation in skating champion ship in regional level.
- Participation in boxing in regional level.
- Participation in adventure camp.
- Participation in UNO exam 73% MARKS
- 50th rank in Ace-tutorials in Chandigarh
- 5th ranks in Chandigarh and 15587 ranks in national in Science Olympiad
- 1st ranks in slogan writing in inters college.

INDUSTRIAL EXPOSURE

- 6 Weeks Training In Sakila Ayurvedic Chandigarh. 6 Weeks Training In Sharekhan Ltd Chandigarh.
- ICICI Bank Ltd-KYC for new account opening and REKYC for existing customer,MIS making and updating to senior Inward clearing – fund transfer ,neft and rtgs process ,signature verification and checking and processing the cheque Verification the document then process the service request.cheque book request process,neft and rtgs Processing on all servicing path like as- National pension scheme,Atal pension youjana Sukhanya samridhi account , Public provident account ,joint cust id creation and finaclemodification and etc. Provide the training for employee on various activity or various product.

INTERESTS

- Account payable,Account receivable,Banking operation,Customer service,Account related any work

PERSONAL STRENGTHS

Basic knowledge of Microsoft office.
Diploma in accounting and taxation.
Good communication skills.
Leadership quality.
Managerial skills.
I am Hard worker and smart worker
I am Honest
I am idea innovator reduce election path

PERSONAL PROFILE

- Hobby : Playing and watching boxing and cricket. Listening hindi music and read story book etc.

REFERENCE

Renu Kumari - "ICICI Bank Ltd."
Manager
9908411299

Subhash Gottipati - "ICICI Bank Ltd"
Regional Head
9908131854

K. BABU - "ICICI bank Ltd"
Deputy manager (DM Grade 2)
9949920414/7989580519

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : 10th January 2019

Place : Darbhanga

SANJEEV KUMAR