
Aradhana Singh

Address : 46, Vidhyut Nagar-C, Chitrakoot

Marg, Vaishali Nagar, Jaipur, Rajasthan-302021

Contact No. : +917666570556

Email id : singh95aaradhana@gmail.com



CAREER OBJECTIVE

To work with an organization that provides me an opportunity to grow and to explore my potential so as to help the organization in the accomplishment of its goal.

ACADEMICS

CLASS/DEGREE	YEAR OF PASSING	BOARD/ UNIVERSITY	INSTITUTE	PERCENTAGE
M.B.A	2017	Jagannath University,Jaipur	Jagannath University,Jaipur	59%
B.SC.(Bio.)	2015	Kanpur University	D.B.S college,Kanpur	58%
XII	2012	U.P	R.S Education centre,kanpur	74%

Work Experience

Total Experience=2 years 2 month

•Currently working as a **Senior Gold Appraiser** in **Operations Department** at **IIFL Finance Limited, Jaipur** from 22nd July 2021.Here my key responsibilities are:

*Doing Gold Valuation.

*Handling Strong Room key and Weekly Gold Packet Verification.

* Updating MIS on daily basis.

*Handling walk-in Customers and calling customers regarding pending interest in gold loan.

*Doing Health insurance, Mutual Fund, SME Loan and opening Demat Account.

•Worked in **AU Small Finance Bank, Bhankrota Branch** as **Bank Officer (Sales)** for approx 1 year from Dec. 2019 to Nov. 2020. My key responsibilities were:

*Opening Current, Savings, Royal account.

*Handling walk-in Customers and calling customers.

*Doing Health insurance, life insurance, Fixed deposit and Recurring deposit.

*Doing marketing of bank on the field.

* Meet customers on the field for the business.

* Taking follow up from customers on daily basis.

•Worked with **Jagganath University, Chaksu** in **Marketing Department** as a **Counselor** from March 2018 to march 2019. Some of my key responsibilities are:-

*Updating MIS (Management Information System) record which includes information regarding new admission.

*Updating calling and walk-in data.

*Maintaining stock register.

*Counseling students.

*Attending calls regarding admissions.

COMPUTER SKILLS

- Advance Diploma in Computer Application.
- M.S. Word
- M.S. Excel

ACHIEVEMENTS & CERTIFICATION

- Stood 2nd in Business plan competition organized by FOM,Jagannath University
- Stood 3rd in Business Quiz competition organized by FOM,Jagannath University

STRENGTHS

- Quick learner.
- Optimistic.
- Good Decision Making.
- Ability to work under pressure.

PERSONAL DETAILS

- Date of Birth : 16 July, 1995
- Languages : Hindi, English
- Hobbies/Interest : Listening music, Cooking and Dance.
- Nationality : Indian

- **Duties and Responsibilities:** In accordance to my duties, I am aware about my responsibilities for the welfare of industry and society. I can work as a team because I have the ability to communicate effectively with my team members and give the best output.
- **Declaration:** I here by declare that all the information mentioned above are true and correct to the best of my knowledge.

Place : Jaipur

Date: 12/09/2021

(Aradhana Singh)

