

Curriculum Vitae

ANKITA BAJPAI

B. COM (COMMERCE)

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Area of Interest- Branch Operations, Process Improvements, Total Quality Management.

OBJECTIVE

Seeking an assignment in a growing organization to work as enthusiastic and reliable management professional with outstanding management skills and knowledge.

PROFESSIONAL SYNOPSIS:-

Experience in managing entire operations encompassing walk in customers, resource Planning, process Improvements, assets management, capacity Analysis, cash management and branch Operations.

ORGANIZATIONAL EXPERIENCE (Approx.- 10 Year) :-

Current Employer:-Poonawalla Fincorp Ltd(Formerly known as Magma Fincorp Ltd.)

Branch Ops officer.

July 21 to till date

Job Responsibilities-Branch Back end Management-Check the file and process for login, arrange the all quires for disbursement, Handling customers, Customers query resolution within TAT, NOC processing and Delivery, Closure adjustments, Cash handling, petty cash management, Revenue generation through walk-in Customers.etc.

Previous employer

Dewan HousingFinanceLtd.

Jan 18 to June 21

• Salescoordinator-

Job Responsibilities-Branch Back end Management-Check the file and process for login, arrange the all quires for disbursement. Handling customer.

L&T Financial services

2 Years and 1 Month.

• Branch support executive

Job Responsibilities- Branch Operations Management – Cash handling, Receipt authorization, Walk in customer, NOC process, Asset Management.

Cash handling: Every day counter cash collection and deposition of collection

Receipt authorization: Daily authorization of on-field collection receipt in to system.

Asset management: Maintain inventory (mobile / Laptop / Printer) and tracking in to system.

Walk in customer: Customer query, Counter collection and NOC Process

BEAUMOND COLLECTION

1 Year

• Branch support officer

Job Responsibilities- Operations Management.

INDIA INFOLINE FINANCE LIMITED

6 MONTH

• Branch support executive

Job Responsibilities- Branch Operations Management – Cash handling, Receipt authorization, Walk in customer, Asset Management.

Cash handling: Every day counter cash collection and deposition of collection

Receipt authorization: daily authorization of on-field collection receipt in to system.

Asset management: Check the gold material

Walk in customer: According to customer need disburse the deal.

KOTAK MAHINDRA BANK

8 MONTH

• Telecaller

Job Responsibilities- Opening account of credit cards.

Walk in customer: According to customer need disburse the deal.

AUDIKANPUR

2Years

- Branch supportOfficer

Job Responsibilities- Branch Operations Management.

ACADEMICS:-

B.COM C.S.J.M University 2011

H.S.C (12th) U.P Board2008

S.S.C. (10th) U.P Board2006

SKILL SET:

- **SOFT SKILL:** - Leadership Skills, Communication Skills, People Management Skills,Co- ordinationSkills.
- **IT SKILLS:** - Microsoft Office, Tally, English typing speed 30W.P.M

PERSONAL DETAILS:

Date of Birth: 16th December, 1991

Gender: Female

Marital Status: Married

Address: 24/133-B, Patkapur ,Kanpur

Languages Known: English and Hindi.

Hobbies: Reading, Cooking

DECLARATION:-

I hereby declare that the above-furnished details are true to the best of my knowledge and assuring you my services to the satisfaction.

Date:-

Place:-

(AnkitaBajpai)