

KAJAL PRADHAN

At/Po-Lucky Type Road,Hakimpada, Angul,Odisha. Pin-759143
7008196235 | kajalpradhan0@gmail.com

Objective

Seeking a banking position in a challenging but rewarding organization, bringing proven ability to effectively handle customer complaints and ensuring crisis situations are well resolved.

Education

- **Gandhi Institute For Technological Advancement,BBSR** 2011-2015
B.Tech
7.2 CGPA
- **Kendriya Vidyalaya,Angul** 2009-2011
+2 Science(HSC)
75%
- **Rotary Public School,Angul** 2009
10th(SSC)
88%

Personal Profile

- Father's Name: Krushna Chandra Pradhan
Mother's Name: Swarnalata Pradhan
Gender: Female
Date of birth:23rd October 1992
Marital status:Single
Religion: Hindu
Nationality: Indian

Skills

- Skilled at receiving and processing banking transactions
- Proper cash handling procedures
- Proficient with Microsoft Office—Word, Excel, PowerPoint
- Teamwork
- Reliability
- Attention to detail
- Strong communication skills
- Adaptability

Experience

- **Hdfc Bank**

11 March 2019 - Present

Assistant Manager

Currently working as Assistant manager in Hdfc Bank,Angul.

Some of my job role relating to banking operations includes:

- Assisting customers with processing transactions, such as deposits, withdrawals/payments, resolving account related discrepancies, and answering questions.
- Informing customers about bank products and services.
- Packaging cash and coins to be stored in the bank vault.
- Keeping a clean, organized work area and a professional appearance.
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures.
- Balancing cash at the end of the day and timely winding up of daily work routine.
- Maintaing daily transaction registers such as DD/MC register, Large transaction register, Remittance/cash borrow register etc. and ensuring the information are accurate and complete.
- Handling currency, transactions, and confidential information in a responsible manner.

On a sales front:

- Achieving monthly target of CASA, Life Insurance, General Insurance, Credit cards and other asset products hence qualifying for Star Service Excellence Award every month.
- Managing crowd and queries of customer efficiently over cash counter by providing needed services and guiding them towards best solution.

Achievements & Awards

- Star Service Excellence Award

Language

- English
- Hindi
- Odia

Declaration

- All information provided are true to the best of my knowledge and belief.