CURRICULUM VITAE

Shireen Tabassum  **Present address**

Contact No: +91- 9903533320 J-1, Flat No-1103

Email ID: shireenqrsh09@gmail.com Shukhobristi co-operative

housing society, Sapoorji Paloonji

Newtown, Kolkatta **-**700135

CAREER OBJECTIVE

To be a part of an organization with focus on professional efficiency, effectiveness, and team effort, where I can apply my skills and knowledge to make valuable contribution to the success of the organization.

EXPERIENCE

1. Company Name: - ICICI PRUDENTIAL BANCA CHANNEL

Industry : - BANKING.

Designation : - Associate financial services manager

Duration : - 21st August 2015 to 4,April 2016

1. Company Name: - Muthoot finance Ltd.

Industry : - NBFC

Designation : - Customer care executive cum account assistant

Duration : - 25th March 2013 to 30th August 2014.

Summary of Experience

* 2 work experience in Banking & Financial Institution industry.
* In – depth knowledge of Banking & Finance.
* Handling customer service.
* Well versed with Banking Software like DB TRACKER, E-Search, and SFA.
* Well versed with MS Office.
* Completed in house learning modules of KYC, Banking Domain, SAFE BANKING etc.
* Prepare report of customers and users on a daily basis.

Responsibilities:

* Handling customer service and operation.
* Working on banking software i.e. DB TRACKER, SFA and E-search for general banking..
* Analyzing customer’s requirement to provide suitable solutions.
* Interact with customer on daily basis.
* Generate business through existing customer and new customer.
* Updating all information of daily customers in enquiry tracker.
* Ensuring target achievement of branch in terms of expected business volumes.
* Worked as career consultant with modern group of institution in korba since 6 months from August 2012 to January 2013

Strength:

* Confident and interactive in nature
* Good communication skills
* Optimistic and hard working

ACADEMIC QUALIFICATION

MBA (2012) – A Master Degree Course in HR and marketing from Institute of Management, Ravishankar Shukla University Raipur.

PGDCA(2014)- A computer course from Raman university Bilaspur.

BSC. (BIOLOGY) - Guru Ghasidas University

INTERMEDIATE – CGBSE

HIGHER SECONDRY – CGBSE

Computer Proficiency:

* Ms-office (Word, Advanced Excel & Power point )
* Desktop management skill
* Comfortable in net browsing

Extra Curricular activities

* Participated in National level tournament of soft boll (2007) in Maharashtra Mumbai

Hobbies

* Reading novel
* listening Music
* Making Friends

**PERSONAL DETAILS**

Name: Shireen Tabassum

Father’s name: Mohd salam qureshi

Date of Birth: 9/12/1988

Marital Status: Married

Language known: English, Hindi and Urdu

DECLARATION

It is to be declared that all the information is true to the best of my knowledge and belief.

Date: Shireen Tabassum

Place: