

Priyadarshini Priyanka Ray

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### **Work Experience**

**Institution:** Canara Bank

**Duration:** (06 June 2016- Present)

**Position:** Assistant Manager, Pune Regional Office-1

### **Roles and Responsibilities:**

1. **Multitasking job** –To perform various assigned banking activities, which helps to get familiar with various working procedures of the bank.
2. **Practical knowledge**–Practically trained in various fields, like – Marketing, Accounting, Loans & Advances as well as Finance.
3. **Customer services** – To handle the customers of the banks, used to guide them about the banking facilities and products available to them, like issuing Cheque books, ATM cards, Demand Draft, etc. Customer complaints like discrepancies in accounts, rectification of undue charges are also being handled.
4. **Supervision of Clerical work**– All the clerical work such as managing cash, opening account and customer dealing is done under the supervision. In case of cash transactions, we are responsible to check whether Clerk entered everything correctly or not and authorize the transactions.
5. **Retail Loan Processing** – One of the major functions of the bank i.e. providing loan to the needful is also taken care of by us. Before granting the loan to the customer, all the documentation is to be done under our supervision.

### **Academic Qualification**

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Year	Examination	Institution	University/Board	Percentage Obtained
2013	BTech (C.S.)	Dev Bhoomi Institute of Technology	Uttarakhand Technical University	70%
2009	HSC	Jaycees Public School	C.B.S.E.	66 %
2007	SSC	Jaycess Public School	C.B.S.E.	64 %

### **Competencies**

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- Adaptive and Quick Learner
- Building relationship
- Self-Motivated and Belief

### **Personal Details**

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- **Date of Birth** : 12<sup>th</sup> April 1991.
- **Gender** : Female

- **Languages Known** : English, Hindi, Bengali
- **Email id** : priyankaraybose@gmail.com
- **Mobile No.** : 7060072280
- **Permanent Address** : House No. 8, S.K. Ray, Shakti Vihar Colony, Ataria Road, Rudrapur, U.S. Nagar, Uttarakhand- 263153

I certify that the information given above is true.

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Priyadarshini Priyanka Ray