

POOJATRIVEDI

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CAREER OBJECTIVE

To work in an organization where I can acquire new knowledge & sharpen my skill by putting my best efforts for achieving organizational & individual goal. I will bring in my strong work ethics & my professional attitude to my role.

EDUCATIONAL QUALIFICATIONS

- Masters of Business Administration (MBA) Dual Specialization FINANCE & HR with 67.87% from International School of Informatics & Management 2017, Jaipur affiliated to Rajasthan technical university (RTU)
- B.com. with 59.57% from New Look Girls College 2015, Banswara affiliated to Mohanlal Sukhadia University
- Higher Secondary (12th) with 73.40 % from New look School 2012, Banswara affiliated to CBSE Board
- Secondary (10th) with 62 % from Kendriya Vidhyalaya 2010, Banswara affiliated to CBSE Board

COMPUTER SKILLS

- Well Verse with MS office (Power Point, Excel etc.)
- Certification course on "Rajasthan State Certificate In Information Technology" (RS-CIT)
- Got Participation in "Certificate Program in Information Technology"
- Got Participation in "Certificate Program in Excel"

ACHIEVEMENTS

- Won "Commerce Olympiad" From Pacific University and also get Scholarship
- Certificate on "Communication & Soft Skills"
- Certificate on "Citizenship & Social Entrepreneurship"
- Certificate on "Exploring Innovative Strategies for Poverty Eradication & climate change Mitigation"
- Awarded "Letter of Appreciation" from IIIM college
- Got Certificate in B – Quiz at R.A Podar College, Jaipur
- Got Certificate in AD-Mania at R.A Podar College, Jaipur

WORK EXPERIENCE

- Worked in I Process Services India Private Ltd (ICICI BANK) as a Team Leader from Last 3 years (DOJ – 1 JUNE 2018)
 - Manage the Entire Credit Application Process, Right from Login to Disbursement
 - Handling KISAN CREDIT CARD (KCC), SELF HELP GROUP(SHG)
 - Worked in Software Application Processing System (APS) & Automated Performance Measurement System
 - File Login – Check all file KYC'S & as per Policy
 - Check Daily Login Cases of KCC land ENHANCEMENT, Internal BT, Reduction and Premium OD
 - Calculate ROI, PF, Crop Insurance, ICICI Prudential and ICICI Lombard
 - Calculate District Level Committee (DLC) Rate of Land Area
 - Verification of KYC Document of the customer and Evaluate Creditworthiness & Risks
 - Direct Open Saving account of the customer from the APS
 - Maintain daily login MIS, Month End MIS & Data Management
 - Having a Knowledge of cibil
 - Prepare Rejection letter

SUMMER TRAINING DETAILS

- Certificate in 45 Days training in RSWM Limited, Banswara

STRENGTH

- Goal Oriented & Committed to meeting deadlines
- Hard worker & Fully dedicated to my work.
- Good in dealing with different type of people.
- Open to New Ideas & Ready to take up Challenges.

HOBBIES

- Dancing, Singing, Painting and Making Best out of waste
- Trying New Things and Learning Continuously
- Playing Games

PERSONAL PROFILE

- Father Name Mr. Mahendra Trivedi
- Mother Name Jyoti Trivedi

- Gender Female
- Language Known English & Hindi
- Nationality Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:-
(PoojaTrivedi)