



# Kusum Rani

Ms Excel ,Ms Word ,PPT, Typing.

## Contact

8968810537

Address

House no. 274 Ekta Nagar Chugitti, Jalandhar, punjab.

Email

kg771730@gmail.com

## Language

English, Hindi ,Punjabi.



## Skill

Ms Excel ,Ms Word ,PPT, Typing.



## Education

Saint soldiers institute of business management. |  
BBA

Doaba Khalsa Model Sen Sec School. | 2022  
Higher secondary certificate 84%

## Experience

Loan file login officer. | 17/04/2024 - 22/09/2024

HDFC Bank.: Experienced in loan application processing, document verification, and data entry. Skilled in ensuring compliance, coordinating with teams, and maintaining accurate records for smooth loan approvals. Detail-oriented with strong problem-solving skills.

## Objective

Motivated and detail-oriented final-year graduate with experience at HDFC Bank, gaining exposure to banking operations and customer service. Skilled in computer applications with a 6-month diploma. Eager to apply academic knowledge and practical experience in a dynamic work environment. Strong problem-solving abilities, adaptability, and a keen willingness to learn and grow professionally.

## Interests

Book Reading and Writing Journals.

