

## CURRICULAM VITAE

### Kashish

H.NO.246 B Dilbagh Nagar

Basti guzan

Jalandhar

Punjab.

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### EDUCATIONAL QUALIFICATION:

Degree/ Certificate	Institution/Board	Year	CGPA/ Percentage	Division	Remarks
MBA	DAV Institute of Engg. And Tech. Jalandhar/PTU	2020	77%	1 <sup>st</sup> Division	
B.COM	GNDU College,Jalandhar/GNDU	2018	64%	1 <sup>st</sup> Division	
12TH	Govt. model co edu sr. sec. school Jalandhar/PSEB	2015	82%	1 <sup>st</sup> Division	
10TH	Devi Sahai Sanatan Dharam sr. sec.school Jalandhar/PSEB	2013	82%	1 <sup>st</sup> Division	

### PERSONAL ATTRIBUTES:

- Sincere and hardworking
- Ability to grasp new concept and change with ease
- Enjoy working in team environment

### TECHNICAL SKILLS:

Certificate in Tally,Marg,BUSY,Catpro

Knowledge of Microsoft office

### EXTRA CURRICULUM ACTIVITIES:

- Participated in Declamation “Vigilance Awareness Week-2015” Organised by State Bank Of Patiala, From 26<sup>th</sup> to 31<sup>st</sup> October 2015
- Participated in Human Chain Awareness Campaign For Voters day
- Participated in Ad show competition and won 1st price in DAV institute of Engineering and Technology & pyramid college of Business Management

- Participated in SELL IT LIKE A PRO and won 1<sup>st</sup> price in DAV institute of Engineering and Technology
- Participated in E-Quiz on “Women’s rights and Welfare Scheme and scored 80% in Pratibha Institute of Engineering And Technology
- I got certificate of achievement for the successful completion of my Fundamental of Digital Marketing certification exam from “Google digital unlocked”

**LANGUAGES KNOWN:**

English, Punjabi, Hindi

**SUMMER TRAINING/INTERNSHIP :**

Organization- Axis Bank

Duration- 45 Days

**SUMMER INTERNSHIP PROJECT:**

To study the various product and services offered by Axis bank

**WORK EXPERIENCE:**

I have worked in HDFC Bank As a Teller Position. I have learnt so many things like

- Skilled at receiving and processing banking transactions
- Process Non Cash Transaction like (NEFT, RTGS, Fund transfer , Bulk NEFT)
- Record of deliverable stock and in Deliverable Management System
- Knowledge of proper cash handling procedures
- Ledger balancing
- Balance allocation
- Cash drawer maintenance
- Loan processing
- Tax preparation
- Petty cash management
- Knowledge of financial principles and practices

**HOBBIES / INTERESTS:**

Surfing internet, listening music. Making Episode

**PROJECT:**

My project is on to study the Marketing strategies of commercial bank in Jalandhar District which I have currently studied on selected banks (AXIS ,HDFC,ICICI.SBI,CANARA,PNB Banks) strategy from customer satisfaction point of view.

**PERSONAL DETAILS:**

Mother’s name: Mrs. Poonam Rani

Father’s name: Mr. Kamal Kumar

Date of Birth: 19-01-1998

Gender: Male

Marital Status: Unmarried

**REFERENCES:**

Anju Naval (Professor: DAVIET)

Anjunaval02@gmail.com

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I hereby declare that the above written particulars are true to the best of my knowledge and belief

Place: Lovely Professional University

Date:

(Kashish)