

Ayushi Tripathi

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OBJECTIVE

To work in an organization where my skills could be effectively utilized & enhanced to contribute to the success of the organization and nourish my own personality which can be helpful for my career.

ACADEMIC BACKGROUND

Year	Qualification	Institution
2019	PGDM (HR)	IILM- Academy of Higher Learning, Lucknow
2017	Bachelor of Commerce(BCOM)	Shree Guru nanak Girls Degree Collage Lucknow
2014	Intermediate	Cathedral Sr. Sec. School,lucknow
2012	High School	Cathedral Sr. Sec. School,lucknow

Work Experience(currently)

Company Name	Date	Profile	Learning
Indusind Bank	15 th june 2020	General Banking Operations- Teller(executive)	<u>Operations:</u> Responsible for bank opening/closing . Open and Close Vault. Accepts deposits and withdrawals, verifying cash and endorsements, and issues receipts. Cashes checks. Accepts loan payments. Processes credit card cash advances.Balances transactions at end of day and verifies cash totals. Answers customer inquiries and gives balance.Makes concentrated effort to solve customer problems Balance. ATM daily and replenish ATM cash weekly.Prepare commercial change orders.May assist Head Teller in training, vault maintenance and scheduling. Will be involved in ordering, receiving, verifying, and distributing cash. May act in CSR support capacity as required. Performs other duties as assigned. Crm requests for customers I-works for queries and account opening. CRM leads and knowlarity calling.Handling Customer Service ,KYC verification , customer enquiry and request.Branch mail outward/inward register.Disbursing Vouchers . Clearing of cheques . Remittance desk as RTGS/DD/PO/Transfer. Handling CRM service, Locker Service. Passbook print/ statement. Demant Draft register. Pay order register . Gold stock register . Deliverable register. <u>Sales:</u> Dealing in salary account handling assets queries AL, PL, HL,LI /Handling credit card & old corporate relation/ Developing new corporate relation for Salary account/ Handling other products of the bank as FD, RD/Opening new casa current a/c.

SUMMER INTERSHIP

Company Name	Date	Profile	Learning
<ul style="list-style-type: none">Rightway Wealth Management LLP (Lucknow)	8 th May 2018 to 4 th July 2018	Human resource (HR)	Tele-calling/Document/Verification/Scheduling/ Interview/Conducted interviews/Employee Attendance.

INDUSTRY VISIT

Company Name	Place	Date
<ul style="list-style-type: none">Havells India	Havells India Ltd. Dharampur, sai road, Baddi	18 th Jan 2018
<ul style="list-style-type: none">Textiles	Baddi, himachal pradesh	19 th Jan 2018
<ul style="list-style-type: none">Chocolates	Katha, Himachal pradesh	21 st Jan 2018

LIVE PROJECT

Nestle-Gift Pack-Group	28 th Sep'17 to 16 th Oct'17
Description	Leverage Corporate Gifting
Learning	<ul style="list-style-type: none">I visited different shops to take orders and to promote NESTLE GIFT PACKS.I learn how to deal with clients.I learn how to handle queries of the shop owners.I learn how to make a good relationship with the customer.

SOCIAL WORK

	DAAN UTSAV
Duration	02-10-17 To 08-10-17
	<ul style="list-style-type: none">Visit the slum schools about Daan Utsav among them.Encourage peoples to take initiative for celebrating the fest.

ACHIEVEMENTS

Sports	2 nd prize Badminton in Ojas (Jaipuria College lucknow)
Any Other	2 nd prize Street Play (Certificate and Silver Medal)

SKILLS AND PROFICIENCIES

- Good listener.
- Excellent communication skills with a focus on customer service.
- Microsoft Office Applications: MS Word, MS Excel, MS PowerPoint.

HOBBIES

- Cooking
- Reading books
- Sports (badminton, basketball)

PERSONAL DETAILS

Father's Name : Mr. Prabhat kumar Tripathi
Mother's Name : Mrs. Mamta Tripathi
Date of Birth : 08-10-1994
Address : 3/1 Officers Colony Kaiserbagh J.C Bose Marg, Lucknow.

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