

# Vanya Singh

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**Objective** – Seeking a position that allows me to apply my strong analytical and problem-solving skills, along with my passion for continuous learning, to make a positive impact and contribute to the overall goals of the organization

## Education

Qualification	College/School	Year	Percentage/Mark
CA Foundation	The Institute Of Chartered Accountants Of India , New Delhi .	2020 – 2021	200/400
B.com	Shri Jai Narain Misra Post Graduate (KKC) College, Lucknow	2019 – 2022	70%
Intermediate	Canossa Convent Girls Inter college , Ayodhya	2018 – 2019	72%
High School	Canossa Convent Girls Inter college , Ayodhya	2016 - 2017	78%

## Technical skills –

- Ability to make report for various project in which deep analysis , data collection & research.
- Manage excel sheets for data analysis, including tasks like sorting, filtering, and using data analysis tools.
- Ability to efficiently enter, organize, and manage data within Excel spreadsheets.
- Ability in creating charts and graphs, using features like bar charts, line graphs, and pie charts, to visualize data effectively using Excel.
- Ability to create professional and engaging presentations for various purposes, such as meetings, training sessions, or client pitches using Microsoft PowerPoint.
- Ability to embed multimedia elements, such as videos and audio, into PowerPoint presentations.

## Interpersonal Skills-

- Passionate about customer service and have excellent communication skills.

- Able to work under minimum supervision, prioritize tasks and efficiently manage multiple projects simultaneously.
- Fostering positive relationships with clients and team members alike by following company best practices and support policies.
- Ability consistently deliver outstanding customer service by actively listening to customer needs, resolving inquiries promptly, and maintaining a courteous and professional demeanor.
- Ability consistently meet or exceed sales targets, driving revenue growth for the bank through effective communication of banking products and services to customers.
- To build lasting relationships with customers by gaining their trust, understanding their financial goals, and offering tailored banking solutions that meet their needs.
- Aspiring leader with a strong commitment to teamwork, adaptability, and a proactive approach to achieving shared goals
- Proactive and solution-focused individual dedicated to resolving challenges and contributing to positive outcomes
- Confident and articulate communicator with a passion for effective public speaking and engaging diverse audiences.

### **Achievement**

Leadership Award in 2019 for Head Girl of the institution

### **Declaration**

I hereby declare that all the information given above is true to the best of my knowledge.