

CURRICULUM VITAE

Ankita Gupta

Permanent Address:

Jagdishpur Khurd Collectrate
Colonie Naugarh
Siddharthanagar

Current Address:

Dhawa Estate, Green City,
Deva-Naubasta kala road,
Near BCC green apartment,
Matiyari (Chinhat), Lucknow
226028

Email:

Ankitag130@gmail.com

Linkedin Link:

<https://www.linkedin.com/in/anrita-gupta-746331105>

Contact no.:

8299038556

Languages known:

English and Hindi.

Interests and hobbies:

Reading, Cooking and
Listening music.

Computer awareness:

Diploma in CCC.

Extracurricular activities:

Participation in Inter College
Running and Hockey
Tournament.

Objective:

Seeking Operations Role in a growing Organization, which brings about mutual value addition and enough opportunity to think with creativity in the exceptionally challenging arena of Accountancy.

Current Work Experience:

Designation : Value Banker
Organization : ICICI Bank Ltd.
Group : General Banking Operations
Duration : Feb 2021 to Nov 2021

Job Responsibility:

- Extensive knowledge of general banking operations to run branch banking smoothly.
- Processing withdrawals, deposits, transfers, NEFT/ RTGS, all types of customer dealings, processing accounts (casa), loan payments, book FD/RD of customers, also servicing internal units like retail assets, credit cards.
- Taking care of all the office accounts and their settlements.
- Documentation for all account opening and re-kyc of all types of accounts.
- Solving all types of customer queries as per their needs.
- Building strong relations with customers and keeping them involved in banking smoothly.

Past Work Experience:

Designation : Customer Service Officer.
Organization : Indusind Bank Ltd.
Group : General Banking Operations
Duration : April 2019 to September 2020

Job Responsibility:

- Extensive knowledge of general banking operations to run branch banking smoothly
- Processing withdrawals, deposits, transfers, NEFT/ RTGS, all types of customer dealings, processing accounts (casa), loan payments, book FD/RD of customers, also servicing internal units like retail assets, credit cards.
- Documentation for all account opening and re-kyc of all types of accounts.
- Managing and Supervision of Teller Counter.
- Monitor large cash transaction and adhering to KYC norms. Resources (BDR/Asset Coordinator) for optimal sales support.
- Handling Trade Forex Operations.
- Handling NON MICR as well as CTS clearing for outward and inward.
- Complete 100% ReKYC with customer engagement.
- Taking care of the branch sight ATM machine, Identifying the customer need and fulfilling
- To know the using pattern of the ATM, identify consumer perception and to know the issues and challenges towards use of ATM.

Academic Records:

- M.com in 2018 from DDU Gorakhpur university.
- B.com in 2015 from DDU Gorakhpur university.
- Intermediate in 2012 from ISC board .
- High school in 2010 from ICSE Board.
- Passed IRDA in 2020.

Personal Details:

Spouse Name: Mr. Prashant Kumar Gupta

Date of Birth : 18th September 1994

Marital Status : Married

Nationality : Indian

Date:

Place:

Ankita Gupta