



Homa Faijani

Personal Profile

Detail-oriented professional with strong multitasking and communication skills. Experienced in recruiting highly talented personnel. Proven ability to work collaboratively with team members. Strong analytical skills and committed to implementing HR policies and procedures.

Relationship Manager-ICICI BANK, Aurangabad, Maharashtra (June 2022- May 2023)

- Unsecured Assets (Personal Loans, Business Loans, Credit Cards & Payment solutions).
- Worked as an individual contributor and as part of the team to achieve business/organizational objectives.
- Handling inbound channel with the branch staff co-ordinations and assist them to active in credit cards and personal loans, generating leads with CRM Data calling and branch sourced leads.
- Providing training the sales officer's team on the terms and conditions of the loan to ensure a clear understanding.
- Developed business relationships with local merchants and business owners.
- Approved loans with specified limits, and refer loan applications outside those limits to management for approval.
- Recruitment for team sales officer as per the requirements.

Finance Trainee at Sanjeev Garg & Co, Bhopal, Madhya Pradesh (August-December 2021)

- Computation & filing Income tax of individuals.
- Filing of GSTR1, GSTR3, and TDS of proprietor & Companies.
- Performed Stock Audit as part of team of WIN-WIN Automobiles (Mahendra & Mahendra Ltd) Bhopal, Madhya Pradesh.
- Verified financial journals for clarity and completion under supervisor direction.
- Assisted with audits of accounts, vouchers and records.

Get in Contact

Permanent Address:

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Other Skills

Recruitment and Sourcing
Sourcing and Screening
Interviewing and Selection
Relationship Building

Qualifications

Master of Business Administration, 2020-2022,

Regular from Sagar Institute of Research and Technology (SIRTE), Bhopal, Madhya Pradesh- Specialization in **Finance** and **Human Resources** (Both major)

Bachelors of Commerce, 2017-2020,

Regular from Banwasi P.G. College, Dalla, Dist. Sonbhadra, Uttar Pradesh

Higher Secondary Certificate (HSC) in Commerce, 2015-2017,

From Gurudwara Intermediate College, Chopan, dist. Sonbhadra, Uttar Pradesh

Certifications

Microsoft Office

Advance Excel by Elearnmarkets.

Hiring Process Talent management by Udemy.

ChatGPT for HR by GreatLearning

Resource Planning by GreatLearning

Date:

Sign: