



Homa Faijani

Personal Profile

A productive Relationship Manager adept at assessing the financial needs of the various clients and offering them banking and financial advisory with focus on applying knowledge of common financial products and services.

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

- Unsecured Assets (Personal Loans, Business Loans, Credit Cards & Payment solutions).
- Handling inbound channel with the branch staffs co-ordinations and assist them to active in credit cards and personal loans, generating leads with CRM Data calling and branch sourced leads.
- Educated customers on the terms and conditions of the loan to ensure a clear understanding network within the community to gain referral business.
- Worked as an individual contributor and as part of the team to achieve business/organizational objectives.
- 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.

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

- Computation & filing Income tax of individuals.
- Maintenance of accounts in Tally.
- Filing of GSTR1, GSTR3, and TDS of proprietor & Companies.
- Performed Stock Audit as part of team of WIN-WIN Automobiles (Mahendra & Mahendra Ltd) Bhopal, MP.
- Performed Government Audit of Zilla Panchayat at Harda, Madhya Pradesh checked the voucher with the muster entry, EPO & cashbook fed.

Certifications

ADCA 2017- 2018

Tally ERP9, Microsoft Office by
**FACT EDUCATION SOLUTION
PRIVATE LIMITED**

Get in Contact

Permanent Address:

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Sonbhadra, Uttar Pradesh
(231205)

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Uttar Pradesh (2260003)

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Qualifications

Master of Business Administration, 2022

Regular from Sagar Institute of Research
and Technology(SIRTE), Bhopal, Madhya
Pradesh- Specialization in **Finance** and
Human Resources (Both major) with
80.28%

Bachelors of Commerce, 2017-2020,

Regular from Banwasi P.G. College, Dalla,
Dist. Sonbhadra, Uttar Pradesh with 55.78%

Higher Secondary Certificate (HSC),

2015-2017,

From Gurudwara Intermediate College,
Chopan, dist. Sonbhadra, Uttar Pradesh
with 64.6%

Secondary School Certificate (SSC), 2015

From Gurudwara Intermediate College
Chopan, dist. Sonbhadra, Uttar Pradesh
with 71.5%

Internships

Human Resource Executive

(Online) with **Grow-Vation**
(November-December 2021)

Finance Summer Internship

with **Learnovate Ecommerce**
(July-August 2021)

Online Courses

Hiring Process Talent
Management by **Udemy**.

Advance Excel Tutorial by
Elearnmarkets.

Other Skills

Analytical skills
Adaptability
Creative in nature

Date:

Sign: