

Swati Tiwari

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Add-F-73, Sector-58, Noida U.P-201301

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OBJECTIVE:

To achieve a higher level of success with hard work dedication and devotion to the assigned join and opportunity for professional growth of myself.

ACADEMIC QUALIFICATION:

- High School Passed with 2nd Division by 53 % from U.P Board Allahabad in 2003.
- Intermediate Passed with 1st division by 63 % from U.P board in Allahabad in 2005. (Biology)
- Intermediate passed by single subject (Math) with 2nd Division from U. P. Board Allahabad in 2006
- B.Sc. Passed with 2nd division by 55 % from Bundelkhand University, Jhansi in 2008.
- M.B.A (Finance & Control) 1st division by 68 % from Bundelkhand University, Jhansi in 2011

COMPUTER SKILL

- Able to write, edit & print documents using MS word & MS excel, to do tabulation of data, prepare presentation using MS power point, use internet & Email under sector ICT.
- Able to data entry of transection in tally, create financial statement analysis, financial performance generate financial reports for MIS under sector ICT.

SUMMER TRAINING:

- Fullerton India credit company of “Analysis of commercial vehicle”

ACHIEVEMENT

- Won Many prizes and certificates in drawing and Speech
- Campus selection from Bundelkhand University in PRADAN (NGO) company as a Assistance manager
- Knowledge about banking rule of regulation operational work life:-
 1. Locker maintenance
 2. Cheques entry, technical
 3. AOF, Debit card forms, 15g/15h forms entry, others

WORK EXPERIENCE

- 3 months experience as a Data entry operator in R S VAYAS (CA) Company.
- As a DEO & Sales coordinator since 15 Dec, 2011 to 05 Oct, 2012 in operation at **Axis Bank Ltd.**

RESPONSIBLE AREAS

- Complete AOF checking before sending to HUB for opening to avoid rejections.
- Responsible for processing of all AOF, DCAF, and Signature card and form 15 G/15 H.
- Handling of total inward & outward clearing cheque entries.
- Technical security of all inward cheque.
- Handle customers as a sales coordinator.

PERSONAL TRAITS AND ATTITUDE

- Excellent cross- cultural communication skills..
- Passion for continuous learning and personal growth.
- Highly motivated and driven, with strong desire to excel.
- Leadership charisma, Dynamic team player.
- Sense of responsibility, highly inquisitive.
- Creative and resourceful.

PERSONAL DETAILS

Date Of Birth: 5th may 1987

Father's name: Mr. Harinarayan Tiwari

Gender: Female

Marital Status: Married

Nationality: Indian

Religion: Hindu

Language known: Hindi & English

DECLARATION

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

Date:

Place: Noida

(Swati Tiwari)