

## PERSONAL INFORMATION

### Anshika Saini

📍 340/3 Ka Triveni ganj ,Naubasta, Lucknow,  
☎ 917007516095  
✉ anshika.sas@gmail.com

Date of Birth : 26/06/1994

Marital Status : Single

Nationality : Indian

Known Languages : English,Hindi

## CAREER OBJECTIVE

To work for an organisation which provides me the opportunity to improve my skills and knowledge to growth along with the organisation objective.

## EXPERIENCE

### KASG & CO. ,Delhi

*July 2019 - February 2020*

Concurrent Auditor ( Assistant ) in ICICI BANK.

\* Doing the examination of the financial transactions at the time of happening or parallel with the transaction (Daily Transactions) . It is part of a bank's early warning system to ensure timely detection of irregularities and lapses. It helps in preventing fraudulent transactions at branches.

\* As an Auditor of bank we should generally look forward following things on daily basis-

- 1.Cash Balance of Branches & Currency Chest.
- 2.KYC Policy.
- 3.Deposits.
- 4.Withdrawals.
- 5.Locker Accessibility.
6. Other Non-Financial Transactions.

## EDUCATION

### Bundelkhand University, Jhansi

Master's of Business Administration  
68.4%

2019

### Lucknow University, Lucknow

Bachelor's of commerce  
53%

2017

### S.K.V Inter College

Senior Secondary School  
82.6%

2014

### Navayuga Radiance Senior Sec School.

Higher Secondary School  
49%

2009

## TECHNICAL SKILLS

Basic Knowledge of computers- Ms words,Excel, PowerPoint, Spreadsheet, Office & Internet.  
Tally ERP.9  
Well versed in CCC.

## PROJECTS

### Internship in Axis Bank, Mahanagar, Lucknow

*45 days.*

- \* A Project Report on Digital Banking by Axis Bank.
- \* Open New Accounts.

\* Customer Dealing.  
\* Going on cold calls.

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**ACHIEVEMENTS &  
AWARDS**

'A' Certificate in National Cadet Corps.  
Certificate of Participation in National Social Services.

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**INTERESTS**

Human resources  
Finance

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**ACTIVITIES**

Seminar cum Workshop on Entrepreneur Development & Startup Certificate.  
1 Month certificate in Career Advancement Bootcamp organised by Medha.

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**PERSONAL  
STRENGTHS**

Self Believer.  
Time Management.  
Responsible.

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**DECLARATION**

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. If any information furnished above is found false at any time, my candidature/appointment may be cancelled without any notice and legal action may be taken accordingly.

**ANSHIKA SAINI**