**CURRICULUM VITAE**

# PERSONAL DETAILS:

**Name :** SANTOSH PRALHAD SALVE

**Address :** ROOM NO : 702 9A/1D SANGHARSH NAGAR CHANDIVALI SAKINAKA MUMBAI NO : 400072

**Date of Birth :** 26/12/1996 **Mobile :** 8898122894

**Email ID :** [santoshsalve8108@gmail.com](mailto:santoshsalve8108@gmail.com)

# PROFILE:

“I am hardworking and self- motivated individual. I am adaptable, reliable and excellent time keeping skills. I am always ready to learn and undertake new challenges.”

# ACADEMIC CREDENTIALS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YEAR | EXAM | SCHOOL&COLLEGE | UNIVERSITY&BOARD | RESULT |
| DECEMBER 2018 | Post Graduate Diploma in Banking and Finance | Time’s Pro Banking And Finance | Times Of India | B grade |
| MAY 2018 | TY BCOM  (Accounti ng and Finance) | Bunts Sangha`s S.M.Shetty College of Science , Commerce & Management  Studies | Mumbai University | B grade |
| FEBRUARY 2015 | HSC | Shivner Junior College of commerce, Science  . | Maharashtra state board | 69% |
| MARCH 2013 | SSC | Samata vidya mandir | Maharashtra state board | 47% |

**ADDITIONAL QUALIFICATION**

* Tata Institute Of Social Sciences(Tiss) certification in banking and finance
* **National Institute of Securities Market V & VI Certified**

**Experience :**

* **City Union Bank - Teller (Cash) – Mar 2019 – Sept 2019 (Internship)**

Assisted customers on a daily basis with their accounts while providing exceptional and timely customer service. Handling cash as well as non cash transaction of the branch.

**Key Responsibilities :-**

* Providing customer service to clients, conducting cash consolidation on a daily basis, preparing daily branch reports, and reconciling transactions according to the bank's procedures.
* Executed over 120 day-to-day transactions worth of Rs 10 lakhs in average, adhering to bank policies and operational procedures to ensure safety and security of customer and bank assets.

**SKILLS:**

* Good at making and presenting Powerpoint Presentations.
* **Languages known**- English, Hindi & Marathi.

# Hobbies and Interest:

* + I love to play football & cricket.

# DECLARATION:

I hereby declare that the information and facts given by me are true and correct to the best of my knowledge and belief.

PLACE: MUMBAI DATE:

Yours Faithfully

Santosh Salve