**TEENA VARGHESE**

DOB: 13 April 1995

B-60/F3 Dilshad Colony

Delhi-110095

+918585918317

linkinteena@gmail.com

**OBJECTIVE**

Want to work in a professional organization where I can enhance my management skills and strengthen my performance to benefit mutual growth and success.

**EDUCATIONAL QUALIFICATION**

**Masters of Business Administration July 2019**

**Gitarattan International Business School, Delhi (Affiliated to GGSIPU, Delhi)**

Specialization: Major- Finance, Minor- HR

Percentage: 70.65%

**Bachelors in Business Administration July 2016**

**Maharaja Agrasen Institute of Management Studies, New Delhi (Affiliated to Guru Gobind Singh Indraprastha University, Delhi)**

Percentage: 66.48%

**Higher Secondary June 2013**

**Kerala Education Society Senior Secondary School, CBSE, New Delhi**

Percentage: 53 %

**Matriculation June 2011**

**Kerala Education Society Senior Secondary School, CBSE, New Delhi**

Percentage: 60.8 %

**SUMMER INTERNSHIP**

**Indian Spice Oil Industries as an Internship Trainee (Finance) June – July 2018**

**Role:**

* Performed accounting functions such as record keeping, under the guidance of the finance head.
* Assisted the management in preparing documentation

**CO/EXTRA CURRICULAR ACTIVITIES**

* Participated in Html coding in college level.
* Participated as a coordinator for events in college level.

**WORK EXPERIENCE**

**Assistant Manager June-September 2019**

**Axis Bank, GP-II, Maurya Enclave, Pitampura, New Delhi-110034**

**Role:**

* Worked as an Assistant Manager for the post of Customer Service and Operations.
* In charge of the bank lockers.
* Assisted and performed other operating functions such as NEFT/RTGS/Transfer, tax, salaries and account closures.

**OTHER DETAILS**

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| --- | --- |
| Father’s Name : | Mr. Varghese Mathew |

Languages Known : Reading, Speaking, and Writing proficiency in English,

 Hindi and Malayalam

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

**Date: Signature of the Candidate**

**Place:**