

RESUME

Preeti Kumari

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Career Objective:-

Looking forward for a challenging environment, where I can refine my skill and expand my knowledge for the dynamic growth of the organization.

Academic Qualification:-

1. M.com from I.G.NO.U
2. B.COM (H) from Delhi University 62%
3. 12th from C.B.S.C board with 74%
4. 10th from C.B.S.C board with 62%

Technical Qualification:-

1. MS Office 2013 – Word, Excel, PowerPoint.
2. Diploma in Information technology (DIT) from Kaushal- Kalp Udayan Care Computer Learning Centre, Uttam Nagar Delhi.
3. Tally pro from Tally solution ERP-9

Work Experience:-

1. Currently working in IIFL India Infoline PVT Lmt as a Senior Account Officer (gold appraisal)
2. Working in Muthoot Finance as a CCE since 2018

COMPANY PROFILE - 1

IIFL Finance Limited (formerly known as IIFL Holdings Ltd.) was incorporated in 2004. IIFL Finance is a Systemically Important - Non Deposit taking systematically important, non-deposit accepting non-banking financial company (NBFC-ND-SI), catering to the rising credit requirements of underserved markets through its diversified offerings. IIFL Finance along with its subsidiaries is mainly engaged in the financing business.

COMPANY PROFILE - 2

Muthoot Group is the largest financial group in India. Muthoot Group is into Financial services, Wealth Management, Money transfer, foreign exchange, Education, Security, Media, info tech, power generation, leisure and hospitality, travel services, Real Estate, Precious Metals, housing and Infrastructure etc..

Job responsibilities - 1

- Handling cash or overall operations work in branch
- Ensuring that the branch operations and administration are carried out strictly in accordance with the laid down system and procedures

- Responsible for handling branch key also
- Ensuring safety of all assets such as gold,cash,valuables,important documents etc. At the branch and keep them under safe custody.
- Canvassing maximum business for the organization by effectively marketing various products of the group
- Achieving the targets of various product of the group within the Frame
- Performing in CRM software, ensured compliance with accounting deadline
- Responsibility of vault room
- Ensuring proper maintenance of records and Registers under the labour laws as required under the status
- Ensure to bring a new customer and maintain good relationships with existing for generate referrals bussines
- Drive cross sales of other financial product to existing customers
- Adhering to high ethical standards and complying with all the laid down processes /policies of IIFL- KYC adherence. Verify customers KYC and complete online registration

JOB RESPONSIBILITIES - 2

- Customers handling
- Handling all customers queries in branch and through telephone and cross selling with products
- Branch admin operations and KYC making
- Mailing to higher authority
- Performing online CBS banking function and CRM software, ensured compliance with accounting deadlines.
- Handle branch walking for business generation
- Get involved in branch catchment area combing activities, outbound sales calls and neighborhoods marketing
- Daily follow up the customer and generate the lead in CRM software.
- Provide information to customers regarding the company new offerings and new schemes
- Maintaining discipline and decorum in dealing with clients and customers
- Understand the need of the customer and cross sell other products accordingly.

Achievements:-

3. Participated in dance competition at college level and won 1st prize.
4. Participated in scout guide camp in Chennai and was awarded with Rajya Puraskar.

Personal Information:-

Father's Name	:	Sh. Late Ashok Kumar
Date of Birth	:	1 st October 1994
Gender	:	Female
Hobbies	:	Reading books and dancing
Marital Status	:	Unmarried

Date:

Signature