

# Resume



Uttarpanchanna Gram,

Kolkata - 700100

Contact No.: (M) 7003977005

**ANAMIKA SHARMA**

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## **CAREER OBJECTIVE**

To enhance my professional skills in a dynamic and fast paced workplace and to succeed in an environment of growth and excellence to meet personal and organizational goals.

## **EDUCATIONAL QUALIFICATION**

EXAMINATION	BOARD/UNIVERSITY	YEAR	DIVISION
PGDB	MANIPAL UNIVERSITY	2016-2017	1 <sup>st</sup>
Journalism & Mass Com.(Hons)	CALCUTTA UNIVERSITY	2011-2014	2 <sup>nd</sup>
Higher Secondary	W.B.C.H.S.E	2011	1 <sup>st</sup>
Madhyamik	W.B.S.E	2009	1 <sup>st</sup>

## **PROMOTIONS**

- Promoted in 2019 as Deputy Manager (DM II).

## **WORK EXPERIENCE**

- ICICI Bank Ltd. – working as Deputy Manager since Jan, 2017.

### **◆ Job responsibilities:**

- Holding book size of 12Cr
  - Monitor and address SES Privilege and HNI Client's Banking and Investment
  - Develop existing and new relationships. Maintain communications with clients to assess their needs
  - Cultivate and manage relationships with other areas of the Bank to promote cross-selling and excellent service
  - Enhancing book with cross selling of Loans, Cards, BLG, Trade services, FD, CASA and investments
  - Support and Guide Privilege Team
  - Handling Branch Operations
  - Maintain good level of Knowledge of Banking systems and regulatory environment
  - Maintain excellent branch service and customer satisfaction with high NPS
- Taazatv (Hindi news channel) – worked as an Anchor, Editor and a News Producer (May, 2013 – Oct, 2015).
  - thescape.in – worked as reporter and written features, articles and news in 2012.

## **ACHIEVEMENTS**

- Received Rewards from ICICI Bank for my performance in Asset.
- Qualified in JL Express Initiative.
- Qualified in Dadagiri reloaded.
- Received Certificate of Appreciation from ICICI Bank for qualifying in EAGLE Bench.
- Received Appreciation Batch from ICICI Bank for my performance for the FY 2018-2019.
- Received Certificate of Appreciation from ICICI Prudential.

- Received Certificate of Excellence from ICICI Bank for recognised contribution in AWSA.
- Received Merit Certificate and Trophy from ICICI Manipal Academy for exemplary leadership as Programme Leader.

### **CERTIFICATONS**

- IRDA Certified - 2017
- AMFI Certified - 2017
- Depository Operations Certified - 2017
- IT Smart Course Certificate from Brainware Computer Academy

### **COMPUTER SKILLS**

- Basic Computer.
- MS-Office.

### **PROFESSIONAL SKILLS**

- Handling customer servicing desk and have a fair knowledge of banking.
- Working in the Privilege Banking Section of ICICI Bank and handling queries of Privilege and HNI customers.
- Have a good knowledge of Finacle, FCRM and Sales CRM (softwares used in ICICI Bank, developed by Infosys).

### **CO-CURRICULAR ACTIVITIES**

- Received Life Saver Certificate from When-It-Strikes Crisis Management Pvt. Ltd for participation in Fire Prevention and Fire Fighting.

- Resource person and participated in Human Rights Awareness workshop sponsored by UGC.
- Received Certificate of Excellence in Social Work from Uttoron Paribar for contribution in Welfare Activities.
- Participated in college and school level painting competition and received prize.
- Participated in college and school level debate, essay, play and dance competition and received applauds.

### **PROJECT WORK**

- Made Departmental Documentary on Ferry Ghats of Kolkata in 2014, submitted in Calcutta University.

Advisor: Prof. Arup Ratan Acharjee

- Prepared a project on online & windows shopping in 2013, submitted in Calcutta University.
- Internship from TaazaTv (Jan, 2013 - April, 2013)

### **PERSONAL SKILLS**

- Comprehensive problem-solving abilities.
- Ability to deal with people.
- Team working and supportive.
- Good administrative skills.
- Highly organized.
- Trustworthy and discreet.

### **PERSONAL DETAILS**

Date of Birth:

5<sup>th</sup> March, 1992

Sex:	Female
Nationality:	Indian
Religion:	Hinduism
Marital Status:	Married
Language Known:	Hindi, English & Bengali

Date: 12/06/2021

Place: Kolkata

(Anamika Sharma)