

JAYESH VARMA

Building No-10, Room No -471 , G.T.B Nagar , Sion kolivada
, Mumbai -400037

Phone Number - 7977100700 / 9833103566

CAREER OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience . A career that will bring my hidden potential, enhance my knowledge and allow me to grow as an individual.

PROFESSIONAL EXPERIENCE

HDFC BANK

Personal Banker

Relationship Manager

May 2019- Present

- Advice Customers on Financial services & resolve issues
- Customer oriented approach to handling problems.
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.
- Performed process analysis, and communicated recommendations to management.
- Overall knowledge of all Banking related terms and products.
- Manage customers account open , close & overseas transactions.
- Manage customers Investment portfolio
- RBI norms , Taxation & Insurance related Knowledge.

EDUCATION HISTORY

- Secondary School Certificate
A.M.K Premier High School ,
Maharashtra State Board ,
2010-2011

- Higher Secondary Certificate
Lala Lajpatrai College,

Mumbai University
2011-2013

- Graduation
Bachelor of Management Studies ,
Specialization- Finance ,
Lala Lajpatrai college,
Mumbai University,
204-2019

SKILLS

- Ability to work under pressure.
- Excellent communication skills, and ability to present complex information in an easy to understand format.
- Excellent problem solving, critical thinking.
- Profound ability to work in a fast-paced environment.
- Decision making skills.
- Management skills

ACHIEVEMENTS

- Supported the team for achieving timely targets.
- Training the subordinate by giving them insight about the process
- Ensured accurate, timely accounting and thorough understanding of all financial information – monthly, quarterly and year-end closings, including bank compliance and taxation issues.

HOBBIES

- Exploring New places
- Learn new things and improve my skills.
- Listening Music