

CURRICULUM VITAE

ARUNJYOTI MUKHERJEE

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Career Objective:-

- Willing to learn each day and perform distinctively in the professional domain for overall development
- Very keen to gain adequate knowledge about the Organisation that I wish to be a part of

Synopsis:-

- Strong Work Ethics
- Sincere and Dedicated Individual
- Adept at Leadership roles
- Basic working knowledge of Computer
- Good Communication skills in English and Hindi (both written and verbal)
- Able to multi-task
- Team Player

Professional Courses:-

Graduate Diploma in Computer Application (GDCA) from Arun Sen Computer Information Institute (ASCII) run in collaboration with the Institute of Computer Engineers (ICE), Kolkata

Computer Typing Speed (on average) of 30 Words Per Minute (W.P.M) in the 'Typing Master' Software. Possess Highest Typing Speed of 35 W.P.M.

Educational Qualifications :-

Qualification	Institution	Percentage %	Year
Class X (ICSE)	The Modern Academy, Kolkata	77.60	2010
Class XII (ISC Science)	The Modern Academy, Kolkata	72.75	2012
B.Sc Economics (Honours)	University of Calcutta	46.63	2016

Work Experience :-

1. Company : Kotak Mahindra Bank (KMB)
Designation : Assistant Manager (in a Flagship Branch of Eastern India)
Time : June 2018 – October 2018
Job Profile :- Consumer Banking
 - Cash and Non-Cash Customer Transactions
 - Customer Management
 - Experience of having worked with Finacle Software
 - Reports generation on a regular basis
 - Filing of Documents
 - Performing more than Hundred Transactions on a daily basis
 - Specializing in Non-Cash Transactions like Fund Transfers, RTGS, NEFT, Demand Drafts, Tax Payments like GST, Indirect Tax- 280, 281; Mutual Funds, Fixed Deposits and others
2. Company : Unique Refractories and Engineering Industries (UREI)
Designation : Office Assistant
Time : February 2019 – November 2019
Job Profile :-
 - Data Entry Operations in MS-Excel
 - Filing of Documents
 - Letter Drafting in MS-Word
 - E-mails Handling

Certificates :-

- ‘On the Job Training (OJT) Certificate’ for Service Officer-Assistant Manager, from the Kotak Mahindra Bank Limited (KMBL)
- ‘Certificate of Social Work’ from the Smile Foundation, India
- ‘Certificate of Participation in the National Seminar by University Grants Commission (UGC)’ from the Center for Studies in Social Sciences, India
- ‘Certificate of Achievement’ for successful completion of “Baro Career Interest Test” (Psychometric Test) from Wheebox, India

Activites :-

- Selection as Class Representative (in-charge) of Economics Department in College for all departmental activities
- Active Participation in Inter-House Quizzes and Spelling Bee Competitions in School

Personal Profile :-

Date of Birth : 4th December 1993

Languages Known : English, Hindi, Bengali

Father's Name : Gautam Mukherjee

Nationality : Indian

Marital Status : Unmarried

Present Address : C/O Gautam Mukherjee, Sudhir Chandro Apartment,
Nibedita Sarani, P.O.Panchpota, East Tetulberia, Garia Station,
Kolkata – 700152, West Bengal

Hobbies : Reading Short Stories; Watching Good Films; Playing -
Cricket, Football, Badminton, Chess; Cooking; Singing