

CURRICULUM VITAE

JASWANT KUMAR SINGH

Communication

At – Q. No. 170, Durga Nagar Colony, Katras Bazar

P.O. – Katras Bazar

P.S. – Katras, Dist – Dhanbad, Pin – 828114, (Jharkhand).

Contact No. – 9135702730

Email id – singhjaswant523@gmail.com

Career Objective :-

- ❖ To work in an Organization who can utilize my skill and guide me to grow with Organization and opens future prospects where I can prove my ability.

Academic Qualification :-

Degree/ Certificate	Discipline	Board/ University	Year of Passing	Div / Class
Masters of business administration	Banking and Finance	Jaipur University	Appearing	-----
Graduation	B.Com (Gen).	Calcutta University	2015	Pass
12 th	Commerce	ISC	2012	Pass
10 th	Matric	ICSE	2010	Pass

Professional Qualification :

- Tally with GST & DCA

Strength :

- Optimistic hard worker, always ready to take challenge

Work Experience:-

- Working as RISK OFFICER in SVATANTRA MICROFINANCE Pvt. Ltd.

Work summary:-

- Working on MIS REPORT
- Conduct Branch Audits as per the HO
- Verify Branch Registers, reports administrative and HR related issues.
- Investigate frauds/misappropriation.
- Prepare and submit Audit report every month.

Duration- SEPTEMBER 2020 Till Date.

- SALES EXECUTIVE at UTKARSH SMALL FINANCE BANK.

Work summary:-

- Meeting 15 client's daily.
- Responsible for promoting business and services to customers.
- Providing information to customers on inquiries regarding banking products and services.
- Opening new accounts, checking account status.

Duration:- July 2019 till September 2020

Achievements:-

- Winner of "AABKI BAAR DUS HAZAR" contest conducted by Utkarsh Bank .

Personal Details :-

Father's Name	:-	Surendra Singh
Date of Birth	:-	20 th Jun. 1996.
Category	:-	UR.
Gender	:-	Male.
Marital Status	:-	Unmarried.
Nationality	:-	Indian.
Religion	:-	Hindu.
Language Known	:-	Hindi & English.

DECLARATION

I hereby declare that the above information are given by me is true and correct to best of my knowledge and belief.

Date

Place.....

Jaswant Kumar Singh