



SREYA GUPTA

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OBJECTIVE

To secure a challenging position in a reputable organisation to expand my learnings, knowledge and skills.

EXPERIENCE

Name of Employer- Axis Bank

Job Title- Assistant Manager

Date of Employment- 30th September, 2022

Role and Responsibilities-

- Offering solutions and Cross selling Banks retail banking and third party products as per assigned budgets. (Eg. Life insurance, General insurance, Mutual Funds, Loans etc.)
- Achieve Business budgets as assigned by the organisation on a monthly basis consistently.
- Generating referrals and leads of new customers for sale of banks products.
- Promoting banks products by taking part in marketing activities and customer visits outside the branch.
- Contact existing customers for bringing in more deposits and cross selling of banks products.
- Timely and accurate processing of customer transactions and requests.
- Handle customer queries and provide correct solutions to ensure there are no customer complaints.
- Follow all compliance guidelines (regulatory and legislative) for each activity released from time to time.
- Ensure that all audit requirements of the bank are met optimum audit rating.
- Complete all mandatory certifications required for the role (EUIN, SP Certification etc.)
- Complete all learning activities/ trainings conducted by the bank from time to time.
- Daily entry of interaction with customers in banks CRM system.

EDUCATION

- M.COM in Accounting and Finance from Shri Shikshayatan College under University of Calcutta in 2022 with aggregate of four semesters with 69.66%.
- B.COM (Hons) in Accounting and Finance from THK Jain College under University of Calcutta in 2020 with 56.25%.
- 10+2 from Central Modern School under ISC IN 2017 with 76%.
- 10th from Central Modern School under ICSE IN 2015 with 78%.

SKILLS

- MS WORD
- MS EXCEL
- MS ACCESS
- MS OUTLOOK
- SPSS
- Good Communication Skills- Verbal and Non-Verbal Skills
- Quick Learner
- Multi-tasking

PERSONAL DETAILS

- Date of Birth – 30.06.1999
- Sex- Female
- Father's Name- Sisir Kumar Gupta
- Mother's Name- Susmita Gupta
- Blood Group- B Positive
- Hobbies- Reading Books, Listening Music and Cooking
- Experience- Five months in Banking Industry