**CURRICULUM VITAE**

Name: **Keshab Lakhotia**

Mob: 8017578060

Email: [keshablakhotia90@gmail.com](mailto:keshablakhotia90@gmail.com)

**Personal Summary**

A competent Bank Cashier with a friendly personality and plenty of customer service experience, including the ability to communicate to customers clearly and politely. Organized and willing to accept responsibility in meeting deadlines promptly.

Able to work autonomously and meet deadlines throughout the day and have a proven ability to sell the Bank's products.

**Key Skills and Competencies**

● Excellent communication skills to build relations with customers face to face.

● Good literacy and numeracy skills.

● Can handle large amounts of cash efficiently and accurately.

● Ability to review and resolve all unallocated payments.

● Practical experience of processing and controlling a cash book.

● Effective time management and be able to prioritize.

**Duties**

● Offering excellent customer service to the building societies members.

● Daily cash and cheques handling.

● Ensuring that the tills balance up at the end of the day.

● Arranging and generating appointments for the savings and mortgage advisors.

● Handling all cashier related enquiries from customers.

● Receiving & processing all incoming payments

● Also handling all Welcome desk related enquiries from clients either in person, by phone, email or written correspondence.

**Work Experience**

I.C.I.C.I Bank Ltd. (Kolkata) VALUE BANKER from December, 2013

H.D.F.C Bank Ltd.(Bankura) presently working as Assistant Manager Feb, 2019

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**Academic Qualification**

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| **Qualification** | **Year** | **Institution** | **Percentage** |
| B.COM (ACCT. HONS.) | 2012 | BURDWAN UNIVERSITY | 63% |
| HIGHER SECONDARY | 2009 | W.B.C.H.S.E. | 75 % |
| MADHYAMIK | 2007 | W.B.B.S.E. | 66% |

**Personal Information**

Name: Keshab Lakhotia

Father’s Name: Suraj Ratan Lakhotia

Date of birth: 06.01.1990

Address: Cinema Road, Bankura (West Bengal)

Date:

Place:

Signature of Applicant