



Contact No: 8949566049 | **Email:** sharshvardhan141@gmail.com | **D.O.B:** 19-06-1998 | **Location:** Bharatpur (Rajasthan)

CAREER OBJECTIVE

Seeking a stimulating career in the banking industry and using my skill set and abilities to perform the best and attain the assigned key responsibility areas.

COMPETENCY OVERVIEW

Post Graduate Certificate in Retail banking– (PGCRB) **Aug. 2022 – Nov. 2022**

Institute of Professional Banking (Rajasthan)

Specialized Training Program that prepares aspiring bankers to be bank ready

- Overview of Banking & its functions
- Types of Accounts (Liabilities/Assets) – Demand Deposit, Term Deposit, OD limits
- Account Opening Process – Complete Documentation – ID Proof, Address Proof, FATCA declaration
- Payment Mechanism – Funds Transfer – IFSC Code, NEFT, RTGS, IMPS
- Third Party Products – Mutual Funds, Insurance etc.
- Banking Sales – Prospecting, Cross Selling, Up-Selling
- Customer Service – Non-Financials – Change of Address, Passbook Printing etc.
- Digital Banking – ATM’ s, POS, Internet Banking, Mobile Banking, Phone Banking, UPI
- Complaint Handling – How to resolve customer Complaints.

ACADEMIC CREDENTIALS

YEAR	QUALIFICATION	INSTITUTION
2016 -2018	Master of Commerce (M. Com)	University of Rajasthan, Jaipur
2014 -2016	Bachelor of Commerce (B.Com)	University of Rajasthan, Jaipur

2013 -2014	10+2 Senior Secondary BSER Board, Rajasthan	A.K.M. Sr. Secondary School Bharatpur.
2011 -2012	10 th Higher Secondary Examination, BSER Board, Rajasthan.	Manav Bharati Sr. Secondary School, Bharatpur (Raj.)

EXPERIENCE

Two year experience in choudhary finance company post - Accountent

One year experience in KOTAK MAHINDRA BANK 12/12/2022 to till date
post - service officer

COMPUTER SKILLS :

MS-OFFICE 2007, 2010.

Google Sheet.

Power Point and Internet, E-Mail etc.

Sales Force (Enterprise Version)

CERTIFICATION

Professional Banking Certificate from IPB, Jaipur (Raj.)

RS-CIT course (Computer Diploma in Advance Financial Accounting (M.S. Office, Tally, MS Word).

T.C.S. (Tata Consultancy Service 2019)

PERSONAL DETAILS

Father' s Name	:	Mr. Akhlesh Kumar Sharma
Date of Birth	:	Jun, 19, 1998
Linguistic Abilities	:	Hindi, English
Address	:	Infront of Jama Masjid, Dauji Ka Mandir, Bharatpur-321001 (Raj.)

Place : Bharatpur

(Harshvardhan Sharma)

Date :