

Personal Data

Date of Birth:
10th January 1991

Gender : Female

Nationality: Indian

Marital Status: Single

Languages Known:

English, Hindi and
Gujarati.

Permanent Address:

At Badodar,

Ta-keshod

District : junagadh

Pincode : 362260

Specialization Area

- Law of banking

Area of Interest

- Banking
- Financial Services

Objective

To acquire a set of skills, knowledge for self-development and for the growth
Of the Organization and utilize the opportunity in the best possible manner, to
Perform Every Responsibility to the best of my ability.

Education

<u>YEAR</u>	<u>DEGREE</u>	<u>COLLEGE/ INSTITUTE</u>	<u>BOARD/ UNIVERSITY</u>	<u>PERCENTAGE</u>
2012-15	LLB	Commerce & law college	SAURASHTRA UNIVERSITY	FIRST CLASS (67%)
2008-11	B.A	N.P. Arts & commerce college	SAURASHTRA UNIVERSITY	SECOND CLASS (50.28%)
2006-08	H.S.C	Government girls High School	G.S.H.S.E.B	FIRST CLASS (62.86%)
2006	S.S.C	Shree B.U.Vidhya mandir badodar high School	G.S.E.B	50%

Strengths

- Positive attitude
- Flexible with situation
- Hard working as well as Smart working

Computer Skills

- MS Office, Operating System
- CCC course complete

Experience

- **MANAPPURAM FINANCE LIMITED**

DATE OF JOINING : 31 AUG 2011 To 03 DEC 2018

As a Jr. Asst. at gold Appriser & Cashier

Now Join India Infoline Finance Limited (IIFL) at 10 DEC 2018 to cont.....

Designation : Asst. Manager at Gold Appriser

- Customer Service and obtaining KYC documents.
- Normal Recovery & Auction Recovery
- Handing Cash counter as cashier.
- Loan against GOLD.
- Money transfer and forex.
- Mutual fund and deposits (NCDs and Bond)
- Home loan, Mortgage loan & SME loan.
- Cash balancing.
- Key holding vault custodian.

Declaration

- I hereby declare that the above-mentioned information is true to the best of my knowledge
- I Assure that, if I will be granted an opportunity, I will Put my best efforts to satisfy the job requirements.

Kajal Rathod