

HEENA DEVI

Mobile No.: +91 8307165522

Email: heenadhiman9467@gmail.com

Plot 30 A, Mahavir colony near Gulab Nagar chowk, Jagadhri
Yamuna Nagar, Haryana, India

OBJECTIVE

A fresher seeking a position with an established organization that can offer professional and industry collaboration opportunities, where I can use my academic knowledge to carry out tasks with efficiency and professionalism. to deliver operational excellence and sustained profitability.

EDUCATION

- **MBA (Finance and Marketing)**
From kurukshetra University,(2024)
- **BBA(Finance)**
kurukshetra University,(2022)
- **12th-Commerce**
Senior Secondary School -SD. Model School, Jagadhri, Haryana, (2019) CBSE board
- **10th**
Higher Secondary School-Bhagwan Parshuram Public School-Jagadhri, Haryana.(2017)
CBSE board

SUMMER INTERNSHIP

- Completed six weeks summer internship in **Bandhan Mutual Fund Limited Jalandhar** on the topic “Comparative Study on Bandhan Mutual Fund and its peer fund’s” from 28th June 2023 to 14th August 2023.

EXPERIENCE

- Currently working in **Bandhan Bank** as branch sales executive.
- Handling father business for the last four years (Raj Speakers, Micro level business) .
- Business Record maintaining
- client handling experience.

MOOCS CERTIFICATIONS (LINKEDIN)

1. Microsoft Excel Essential Training.
2. Management Essentials.
3. Digital Marketing Foundations.
4. Managerial Economics.
5. Finance Foundations.
6. Build your financial literacy.
7. Managing your personal finances.

8. Personal Finance Concepts for Everyday Decision Making.
9. Managing Your Personal Investments.
10. Customer Service Foundations.
11. Introduction to Credit.
12. Financial Basics Everyone should know.

SKILL SET

- Personal Financial Management
- Financial Products Marketing Knowledge

STRENGTHS

- Interpersonal communication skills
- Problem-solving attitude
- Believe in teamwork.
- Decision making ability.
- Innovative mind.

SOFTWARE KNOWLEDGE

- MS Word
- MS Excel
- MS Power point

LINKEDIN ID

<https://www.linkedin.com/in/heena-devi-39b935285/>

PERSONAL INFORMATION

Date of Birth: 09 December 2001
Personal Interests: Travelling, Music, Reading
Father Name: Late Mr. Rajpal Dhiman
Mother Name: Late Mrs. Kusham Dhiman
Sibling: Brother (Raman)
Nationality: Indian
Marital Status: Unmarried
Languages: English, Hindi, Punjabi
Driver's license: Valid Indian driving license

I hereby declare that the above information is true to the best of my knowledge and belief.

Date:

Heena Devi

Place: