

RANU KAPOOR

Contact No: 9888283241

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CARRIER OBJECTIVE

To achieve new heights through new challenges in organization that offers me opportunities to utilize my skills, creativity and commitment to perform work in an esteemed organization.

PROFESSIONAL EXPERIENCE

Previous Organization: HDFC Bank Ltd.

Designation: Deputy Manager

Period: 14/09/2022 to 03/11/2023

Job Profile: PB Front desk

Roles and Responsibilities:

- Achievement of business targets (OM, penetration target, PE, NPE, etc.) for the team in terms of all insurance and other products as defined and agreed upon.

Previous Organization: Axis Bank Ltd.

Designation: Assistant Manager

Period: 13/07/2021 to 13/09/2022

Job Profile: Branch Relationship officer (BRO)

Roles and Responsibilities:

- Achievement of business targets (OM, penetration target, PE, NPE, etc.) for the team in terms of all insurance and other products as defined and agreed upon.

Previous Organization: Tata AIA Life Insurance Co.

Designation: Relationship Manager (HDFC Bank Tele Channel) **Period:** 25/01/2021 to 14/06/2021

Job Profile: Relationship Manager

Previous Organization: RBL Bank Ltd. (On payroll of M/s.Buzz Works Business Pvt Ltd.)

Designation: Senior Sales Executive

Period: 26/06/2017 to 20/01/2021

Role and Responsibilities:

Preparation & Execution of documents required for LAP Disbursal files.

Preparation of MIS report.

Prepare the disbursal kit.

Checking of All the Workability's related to LAP.

Previous Organization: VODAFONE

Designation: Sales Executive

Location: Chandigarh

Period: 01/05/2015 to 25/06/2017

Role and Responsibilities:

- Preparing Monthly MIS of the clients.
- Handling customers problems
- Maintaining contact with customers- giving them regular updates.
Taking care of Queries and follow up with customers.

ACADEMIC QUALIFICATION

□ **PROFESSIONAL QUALIFICATION**

MBA from Kurukshetra University in year 2015.

1. Major-Finance

□ 2. Minor-Marketing

B. Com from Jammu University in year

□ 2013. **ACADEMIC QUALIFICATION**

□ 12TH from J&K STATE BOARD in year 2010.

10th from J&K STATE BOARD in year 2008.

TECHNICAL SKILLS

COMPUTER SKILLS

□ TALLYERP9

TRAINING/INTERNSHIP

Summer Training for 45 Days at JSPV & CO., Chartered Accountants.

STRENGTHS

Hardworking, Socializing, Punctual, Positive Attitude, Confident, Ready to take new challenges.

PERSONAL DETAILS

□ Name	:	Renu Kapoor
□ Father's Name	:	Ramesh Kumar Kapoor
□ Mother's Name	:	Shama Devi
□ Date of Birth	:	01/07/1993
□ Marital Status	:	Married
□ Nationality	:	Indian
□ Fluency in Languages	:	English Hindi Kashmiri
□ Address	:	Plot no 49 shakti Khand 2 Indirapuram, GHZ. UP
Contact No.	:	9888283241
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DECLARATION

I hereby declare that all the above given information is correct as per best of my knowledge. If given an opportunity to serve your esteemed organization. I assure you sir that I will discharge my duties to the entire satisfaction of my aspiration.

PLACE : INDIRAPURAM

RANU KAPOOR