

ANURAG BIHARIYA

Vinayak Residency, First Row, Itarsi road, Near Of Soya Refinery Oil Factory

Betul ,Madhya Pradesh ,PIN CODE -460001

- Contact number-8305693302, 8770541497
- Email id- anuragbihariya@gmail.com

OBJECTIVE-

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputations.

ACADEMIC QUALIFICATION-

- 10th (HIGH SCHOOL)
INSTITUTE---- Government higher secondary school ,Kirnapur, Balaghat(MP)
PERCENTAGE-- 63%
PASSING YEAR-- 2008
- 12th (HIGHER SENCONDERY)
INSTITUTE--- Sarawati shishu mandir ,Waidhan, Singrauli (MP)
STREAM--- Mathematics & Science
PERCENTAGE-- 79%
PASSING YEAR-- 2010
- GRADUATION
INSTITUTE-- Jaywanti haksar college, Betul(Madhya Pradesh)
STREAM - Arts (Bechlore of Arts)
PERCENTAGE- 61%
PASSING YEAR- 2013
- POST GRADUATION DIPLOMA IN BANKING OPERATION (PGDBO)
INSTITUTE- National Institute of Information Technology (Institute of Finance,Banking & Insurance)
PERCENTAGE- 62%
PASSING YEAR- 2017

CERTIFICATION-

- NISM(National Institute of Securities Markets)Certificate of mutual fund distributor.
 - IRDA (Insurance Regulatory and Development Authority of India) SP Code certification.
 - NCC (National cadet core) "A" certificate.
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PROFESSIONAL EXPERIENCE-

➤ ORGANISATION NAME- ICICI BANK (Industrial Credit and Investment Corporation of India)

➤ GRADE--- SENIOR OFFICER

➤ DESIGNATION--- VALUE BANKER

➤ ROLE- *Customer service officer, customer service manager*

➤ DURATION--- 13 December 2017 to 2 January 2019 (1 year)

➤ LOCATION---- Banswara , Rajasthan

➤ RESPONSIBILITY--

- Receive and count working cash at beginning of shift.
- Identify customers, validate and cash checks & process cheque withdrawal.
- Initiate and open new accounts.
- Perform services for customers such as ordering bank cards and checks.
- Answer inquiries regarding checking and savings accounts and other bank related products.
- Identify referral opportunities and make relevant referrals.
- Ensure compliance with all internal controls and established policies and procedures.
- Balance currency, cash and checks in cash drawer at end of each shift.

- ORGANISATION NAME-- INDUSIND BANK
- GRADE -- ASSISTANT MANAGER (AM),*RETAIL GENERAL BANKING OPERATION*
- DESIGNATION- TELLER & REMITTER
- DURATION-- 7TH January 2019 to at Present
- LOCATION-- RATLAM , MADHYA PRADESH
- RESPONSIBILITY--

- Receive and verify loan payments, mortgage payments and utility bill payments.
- Perform specialized tasks such as preparing cashier's checks, personal money orders.
- Record all transactions promptly, accurately and in compliance with bank procedures.
- Attempt to resolve issues and problems with customer's accounts.
- Explain, advise on and promote bank products and services to customers.
- Identify referral opportunities and make relevant referrals.
- Ensure compliance with all internal controls and established policies and procedures.
- Perform sales calls to facilitate branch business and participate in all sales meetings and events and ensure effective penetration of branch to increase revenue.
- Collaborate with heads of other units to develop best practices for successful banking operations.
- Maintaining Branch cash CRL
- Maintain the decorum when cash remit to other Bank.
- Maintain branch ATM cash limit & load cash in ATM.
- Receive all type of Bill and Execute time to time.
- Maintain Petty Cash of Branch.
- Make all Demand Draft, Fix deposites.
- Checks all Cash related Vouchers.

- Keep all record in Registers & files.
- Formulate policies and business planning.

SKILLS-

- I am well efficient to perform various banking operation under mandatory compliances.
- I will make the profit for my organization what actually deserve itself.
- I am handling various kind of cash transaction concluded with cash discrepancies , properly controlling and handling moment of cash between chest and branches.
- Very much comfortable to face the various kind of customer well-able to provide the customer perspective services.
- I am well efficient to work with dynamic environment and delicately perform of given task.
- Strong communication skill ,it help me to generate lead of **sales**.
- Excellent customer service because i believe in customer satisfaction.
- Proficient to work in **FINACLE**.
- Well efficient to work with **MS WORD & MS EXCEL**.

ACHIEVEMENT-

- During working with organization(ICICI BANK), I will appreciated in the **ZONE** by zonal head from my continuously perform on various revenue product of organization.
- Also appreciated by higher authority for my impressive performance on banking compliances.
- As a **Teller** ,I handle cash of 70 -80 lac Daily

CORE COMPETENCIES-

- Organizational and planning skills
- Communication skill
- Information gathering and Management
- Decision-Making
- Problem Solving
- Attention to Detail
- Time punctual

OTHER RELEVANT DETAILS-

- Nature Of Current Job : Permanent

- Notice period : 3 Months
- Blood Group : O(+ve)

STRENGTH & HOBBIES-

- Good Analytical ability
- Ability to Work in a Team
- Able to make decision wisely
- I love to drive car.
- I like Gardening
- Love to Cook Food.
- I love to watching Movies.

PERSONAL DETAILS-

- FATHER'S NAME- Mr Bhaiya Lal Bihariya
- Mother's Name- Mrs Shashi Bihariya
- Date Of Birth- 14-Sep-1993
- Marital Status- Married
- Wife name- Mrs Priya Shrivastava Bihariya

DECLARATION-

I hereby declare that the above motioned information is correct up to my Knowledge & I bear the responsibility for the correctness of the above motioned particulars.

ANURAG BIHARIYA

