

RASNA NAROTH

Teller/cashier

Address: Dubai, United Arab Emirates

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Visa Status: Family visa

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Analytical, organized and detail-oriented Finacle, saksham, tally prime and zoho books specialist. Collaborate with team player and mentally delivering highest quality of strategic solutions to resolve challenges, maintaining proper growth of the business.

SKILLS

- Provides services to customers and solving their problems.
- Deals day to day cash transactions.
- Maintains good relationships with customers.
- Timely closes the branch banking operations.
- Achieving monthly targets by effective team management.
- Handling Branch operations and targets at the same time.
- Deals with not only domestic customers but also international customers.
- Achieving up to date information in the field and works on the basis of it.
- Maintains a warm relationship with branch head and co-workers
- Tally Prime, zoho books
- Inventory management
- Creative thinking
- Proficiency handling computer aided tools.
- Cultural Awareness
- Problem-Solving
- Flexible and quickly adaptable any environment

EXPERIENCE – 2 YEAR +

TELLER/CUSTOMER SERVICE OFFICER/BRANCH RELATIONSHIP OFFICER

AXIS BANK, KERALA 2019-2022

- Provided customer records, account statements and copies of checks.
- Removed mutilated currency from circulation.
- Sold and cross-sold bank products to new and existing customers.
- Logged cashier's checks and other transactions to maintain accurate account records.
- Answered telephone inquiries on checking and savings accounts, loans and lines of credit.
- Processed customer transactions promptly, minimizing wait times.
- Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
- Reconciled cash drawer and resolved discrepancies.
- Assisted customers with compromised debit cards and issued new credentials.
- Turned in excess cash to maintain drawer security.

Success Stories

- I got family Fiesta Season 4 Target Achievement Award From Axis Bank - Yearly target achievement award from Axis Bank 2022.
- Worked as Treasure Hunt Event Coordinator of MERIDIAN 2K18, South Indian Management meet conducted at Monti International Institute of Management Studies.
- Work as Stage committee Manager, MERIDIAN 2K17.
- Worked as Event Coordinator of Summer Workshop Flames 2k18, one day program conducted for Higher Secondary Students.

EDUCATION

MBA FINANCE & HUMAN RESOURCE MANAGEMENT

2017-2019

MONTI INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES - CALICUT UNIVERSITY

BBA: FINANCE

2014-2017

MG COLLEGE IRITTY - KANNUR UNIVERSITY

Commerce

2012-2014

GHSS MANATHANA - KERALA HIGHER SECONDARY BOARD

SSLC

2012

St Joseph's High School Peravoor

PROJECTS

- A study conducted At J Marathon Advisory services LTD Bangalore on Risk Return Analysis Selected Retail Company Listed in NSE (2 Months).
- During the 2 months internship at J Marathon Advisory Service PVT LTD Bangalore. I have successfully completed my projects.
- Buying Behaviour of Teenager's (56 days). Presented a project report on buying Behaviour of teenager's in Kannur district with 60 samples as a part of my graduation.

PERSONAL PROFILE

- Date of Birth : 09/09/1996
- Gender: Female
- Nationality : Indian
- Language : English, Malayalam
- Communication Address : Room 127, Dar Al Aman 24, Hor Alanz, Abhuhail, Near to Alqiyadah Metrostation

Declaration

I hereby acknowledge that all the particulars furnished above are true to the best of my knowledge.

Rasna Naroth