

RESUME

PERSONAL DETAILS

Roshani Devi

Date of Birth :14/07/2002

Address : Village and Post Ahirori ,

District Hardoi Uttar Pradesh – 241121

Email Id : roshanidevi9120@gmail.com

Mobile Number : 9120290253,6387126324



CAREER OBJECTIVE

I am Seeking a challenging position in HR ROLE where I can apply my more than one year of experience to contribute to the organization's goal, while continuously advancing my skills and professional expertise in a growth-oriented environment.

EDUCATIONAL QUALIFICATION

PROFESSIONAL EDUCATION

S.NO.	COURSE	UNIVERSITY NAME	YEAR OF PASSING	DIVISION	PERCENTAGE
1	MBA	Dr.Abdul Kalam Technical University	Apperaed	-	-
1	B.Com	Banasthali Vidyapith	2023	First	90

ACADEMIC EDUCATION

S.NO.	COURSE	SCHOOL NAME	BOARD	YEAR OF PASSING	PERCENTAGE
1	12 TH	Jawahar Navodaya Vidyalaya	C.B.S.E	2020	73
2	10 TH	S.J.P.Inter College	Uttar Pradesh Board	2018	83

WORK EXPERIECE

S.NO.	PERIOD	PLACE OF EMPLOYMENT	DESIGNATION
1	3.04.2024 TO 3.03.2025	ICICI Bank LTD	Relationship Manager
2	15.03.2023 TO 16.03.2024	Namaste India Pvt.LTD	HR Recruiter

INTERNSHIP UNDERTAKEN

S.NO.	PERIOD	PLACEMENT OF INTERSHIP	DESIGNATION
2	10.04.2022 TO 11.07.2022	HCL Technologies ltd	HR Internee
3	23.05.2021 TO 25.05.2021	Mahesh Sahakari Bank LTD Pune	Finance Internee

ROLES AND RESPONSIBILITIES UNDERTAKEN DURING WORK

RESPONSIBILITIES - RELATIONSHIP MANAGER

- Completed the assigned tasks of providing financial advice to customers in choosing financial products and services.
- Performed responsibilities of selling banking products and services as well as sourcing and maintaining relationships with customers.
- Assisted customers with checking balances, responded to questions about accounts, resolved complaints, and supported on-line banking transactions
- Performed the responsibilities of assisting banking relationship manager in developing sales and marketing goals and objectives.

RESPONSIBILITIES – HR RECRUITER

- To assist in the daily activities of human resource.
- Assist in reviewing upcoming resumes, scheduling and administering interviews for entry level jobs.
- Creating and implementing an efficient filing system both hard copy and internal system .
- Learn how to complete payroll and maintain payroll records effectively.
- Providing excellent customer service to internal employees by assisting them with any queries they may have.
- Conducted new hire orientations and facilitated training sessions.
- Participated in employee relations efforts, addressing concerns and supporting conflict resolution.

PROJECT UNDERTAKEN

- Successfully completed the personal finance project under the guidance of DR. Harsh Purohit

AWARDS AND ACHIEVEMENTS

- Group singing
- Solo singing
- SOF Olympiad
- Letter of recommendation on my best performance in team work .
- ICICI Bank Ltd Training Certificate
- Namaste India Ltd HR trainee certificate

PROFESSIONAL PROFILE

- Leadership
- Good communication
- Positive Attitude
- Quick learner
- Problem Solving Skill

EXTRACURRICULAR ACTIVITY

- FM Radio
- Aerobic
- Swimming
- Theatre
- Volunteer of finance committee
- Class Captain
- Placement Coordinator

HOBBIES

- Singing
- Dancing
- Exploring new things

DECLARATION

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

DATE -

PLACE -

ROSHANI DEVI