



GARIMA DUBEY

PERSONAL DETAILS

Sex: Female
Date of Birth: 10TH OCTOBER, 1996
Nationality: INDIAN
Permanent Address: Devipara, Telipara, Hirapur, Dhanbad, Jharkhand, 826001

CONTACT DETAILS

Phone No: +91 7909002593
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Area of Specialization: *Major – Marketing*
Minor – Finance

EDUCATIONAL QUALIFICATIONS~

Examination	Year of passing	Institution	Board/University	DGPA/ Percentage
MBA	2020	INSTITUTE OF ENGINEERING & MANAGEMENT	MAKAUT	7.06
BBA	2017	TECHNO INDIA COLLEGE OF TECHNOLOGY	MAKAUT	6.17
Higher Secondary	2014	RAJKAMAL SARASWATI VIDYA MANDIR	CBSE	62%
Secondary	2012	INDIAN SCHOOL OF LEARNING	CBSE	6.8

SUMMER INTERNSHIP PROJECT~

Organization : JANA SMALL FINANCE BANK
Duration : 7 WEEKS (24th June to 10th August, 2018)
Location : JAMSHEDPUR
Project Title : RETAIL BANKING OPERATION AND SALES

Project Description : Firstly having a thorough knowledge of the products offered by bank like Savings A/c current A/c, FD, RD, OD against FD and then getting associated with the bank employees and helping them to convert the prospect clients as JANA Bank customer.

A part from the sales as mentioned above, I was also involved in the bank operations. I have learned banking softwares like, SFDC and CBS, V SOFT (CHEQUE CLEARING) File Zila and also learned form filling KYC checking and serving customers request.

COMPUTER PROFICIENCY~

Operating System : Windows-XP/7/8/10

LINGUISTIC PROFICIENCY~

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Bengoli	No	No	Yes

OTHER INTERESTS~

- Traveling
- Watching Movies

Date :

Place: Kolkata

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