**Harun Rashid**

Date of Birth – 19/09/1998

Mohallah Roshan Ganj, Sikar, Rajasthan , India

Contact no. +91 8502007965

E-mail; - harungouri786@gmail.com

**OBJECTIVE**

To be associated with a progressive and professional organization with challenging and responsible opportunity to utilize my strength and skills towards organization and personal growth.

**WORK HISTORY**

**A.G. Forex**

**(Authorized Bank of Baroda Business Correspondent)**

Sikar, Rajasthan, India

Working Since 2016 till Now

**Job profile-**

* Greeting customer in a good and professional manner
* Opening bank account
* Receiving cash from customer transferring it into given account number.
* Withdrawing cash using ATM or Thumb impression.
* Preparing daily transaction report and reconciling daily cash flow
* Handling bank related work

**EDUCATION**

* M.A. (Pursuing in 2022)

 Pandit Deendayal Upadhyaya Shekhawati University

* B.A. (Completed in 2020)

Pandit Deendayal Upadhyaya Shekhawati University

* Schooling (Completed in 2012)

Board of Secondary Education, Ajmer - Rajasthan

**ADDITIONAL SKILL**

* MS Office Application
* Tally

**PERSONAL SUMMARY**

* My ability to understand the needs and grasp new technical concepts quickly & utilize them in a productive manner.
* Hard working, determined and strictly professional as far as work is concerned.
* Effective communicator, quick learner & team player with strong relationship building & interpersonal skills.
* Positive attitude helps in taking feedback – including constructive criticism as well.

**Languages known:**

* English, Hindi

**Declaration:**

 I hereby declare that the above furnished information is true to the best

 of my knowledge.