



Address
Juma Al Majid Building, Al Muraqqabad, Deira Dubai, UAE

Contact
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sksumitkumar761@gmail.com

Date of Birth
03 December 1988

CAREER OBJECTIVE

To achieve heights through new challenges in a **progressive organization** that offer opportunities to utilize my **analytical Skills, creativity, and commitment.**

PERSONAL INFORMATION

Date of Birth: 3rd December 1988
Father Name: Mr. Darbari Lal
Marital status: Married
Gender: Male
Nationality: Indian
Visa Status: Employment

❖ **PERSONALITY**

- Communicative
- Punctuality
- Organized

❖ **COMPUTER PROFICIENCY**

- Diploma in Computer Financial Accounting (DCFA)
- Windows XP
- Tally Professional.

❖ **SOFTWARE SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Outlook

❖ **LANGUAGES**

- English Language
- Hindi Language
- Punjabi Language

SUMIT KUMAR

EDUCATION

- 2007 - 2010
 - **Kurukshetra University, Kurukshetra, INDIA**
Bachelors in Commerce (B.COM)
- 2005 - 2007
 - **Central Board of Secondary Education, INDIA**
Intermediate in Commerce, (10+2)
- 2003 – 2005
 - **Central Board of Secondary Education, INDIA**
Matriculation (10th)

EXPERIENCE

02.2021 - Till Date

✓ **DIZABO GENERAL TRADING LLC, DUBAI**



Assistant Officer

Responsibilities: Finance, Accounts, Customer service, Operations, Cashier, Administrative, Logistic & Fleet, Data Analyst.

09.2018 – 09.2020

✓ **HDFC Bank Ltd, INDIA**



Assistant Manager

Responsibilities: Teller Counter (cashier), Administrative, Finance, customer service, Crosse selling, Remittance, FD-RD, FT, DD, CMS and RMS Record Maintain and handling the Branch work.

02.2017 - 09.2018

✓ **YES Bank Ltd, INDIA**



Branch Service Partner

responsibilities: Customer Instructions, Customer Inquiry, Cheques Clearing handling, FD-RD, FT, DD, Welcome Desk handle, Client calling, Administrator and Finance.

11.2014 - 02.2017

✓ **PNB Met Life Insurance Company Ltd, INDIA**



Service Executive

Responsibilities: Renewal Deposit in Cash, Finance, and Cheque, Customer service, Cashier, operations works and Administrator works handling.

❖ SPECIALINTEREST

- Internet browsing.
- Interactive with people.
- Volunteering.
- Travelling.

❖ ACHIEVEMENTS

- Awarded as Best Service in Dizabo General Trading LLC.
- Awarded as Appreciation in Dizabo General Trading LLC.
- Awarded as outstanding contribution in YES Bank Ltd
- Awarded as Top performer in PNB Met Life Insurance.
- Awarded as Customer Service Excellence.

03.2014 - 11.2014

✓ Birla Sun life Insurance Company Pvt Ltd, INDIA



Branch Operation Executive

Responsibilities: Renewal Deposit in Cash and Cheque, Customer service, Cashier, Customer service and operations works.

11.2011 - 02.2014

✓ ADFC Bank Pvt Ltd, INDIA



Junior Officer Processing

Responsibilities: Cheques clearing (in word- out word) Fund-transfer, Trade finance, Cash management service, Record management service.

Sumit Kumar

Date: