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**Rashi Jain**

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**Professional Summary**

- More than 2 years of experience in Financial Analysis, Customer Relationship Management, Credit Appraisal, MIS & Documentation.
- Proficiency in analyzing the financial situation, extracting and interpreting complex financial data.
- Keen interest in Corporate Finance, Portfolio Management, Stock Analysis, Financial Statement Analysis, Derivatives, I.P.O., Mutual Fund & Fixed Income.
- An effective communicator with good analytical, numerical, inter-personal, organizational & mentoring skills.

**Work Experience**

- Currently working as Sr. CRE at HDFC Bank, since 2010.

**Customer Relationship Management**

- Delivering high standard services to corporate clients to ensure total customer satisfaction.

**Financial Analysis**

- Preparing and maintaining statutory books of accounts & financial statements in compliance with Accounting Standards.
- coordinating internal review and audit activities.
- Conducting analysis to assess the financial results & profitability implications.
- Identifying business risks & implementing effective mechanisms to deal with it.
- Analyzing the financial performance of clients through performance indicators like Ratios.

**MIS & Documentation**

- Developing CCR (Credit Committee Review) report for NPA asset.
- Maintaining record of the client's data after disbursal for Bank Audit.
- Preparing MIS for managerial decisions.

**Academic**

- MBA (Finance) from DU with 68% marks in 2009.
- B.Com from DU with 65% marks in 2007.

### IT Skills

- MS DOS, Windows 98 & XP.
- MS Office (Word Excel, PowerPoint).
- Tally 6.3, Sage.

### Personal Information

Current Location : XXXXX  
Date OF Birth : 20<sup>th</sup> June 19\*\*  
Gender : Female  
Marital Status : Single  
Language Known : Hindi, English

Date:

Place:

Signature