

CONTACT

ANIRUDDHA HAZRA

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goal.

EDUCATION

- a) **MBA**
University of Engineering and Management
2022-2024
CGPA – 9.25
- b) **B. Com – Accounting**
Kazi Nazrul University
2019-2022
CGPA – 8.10
- c) **Higher Secondary – Commerce**
India International School (CBSE)
2019
70.80%
- d) **Secondary**
D.A.V Public School(CBSE)
2017
CGPA – 7.0

EXPERIENCE

Retail Branch Banking – Customer Care Executive

HDFC Bank

1st April 2024 – 16th April 2025

- Seamless Customer Service, Cash & Non – Cash Transaction, Monitoring Customer Transaction Report, Conducting KYC & AML Check, Opening New Account, Verify KYC Documents and Ensuring compliance with regulatory standards while maintaining high levels of service quality.

INTERNSHIP

“Finance and General Management”

TalentServe

7th June – 6th August 2023

- Market Research, Lead Generation, Lead Creation, Clients Handling, Candidates Profiling, Data Collection, Data Visualization, Data Interpretation, Data Analysis.

COURSE

- a) Excel for Corporate Finance Professionals from LinkedIn Learning (April 2024)
- b) Corporate Finance Foundations from LinkedIn Learning (April 2024)
- c) Marketing Foundations: Consumer Behavior from LinkedIn Learning (April 2024)
- d) Working with Upset Customers from LinkedIn Learning (April 2024)
- e) Developing a Service Mindset from LinkedIn Learning (April 2024)
- f) Excel PivotTables: Mastering PivotTables and Pivot Charts from LinkedIn Learning (April 2024)
- g) Excel: Advance Formulas and Functions from LinkedIn Learning (January 2024)
- h) Excel Essential Training (Microsoft 365) from LinkedIn Learning (January 2024)

- i) SAP Professional Fundamentals from Coursera (February 2023)
- j) Diploma in Financial Accounting System (April 2021-March 2022)

ACADEMIC PROJECT

- a) **“Optimal use of finance to generate leads to increase revenue”**
 - The project display how finance plays an important role in generating leads which helps in the growth of revenue (August 2023 - December 2023)
- b) **“A study on customer's perception about the attributes of smartwatchbrands in Kolkata, WB”**
 - The project focused on people's opinions on smartwatches and impact on life (January 2023 – April 2023)

CO-CURRICULAR ACTIVITIES

SEMINAR Participated in the Webinar on “How to Drive Change in an Organization” under Calcutta Management Association (20th July 2022).

EXTRA-CURRICULAR ACTIVITY

- a) Active participant of Business Analytics Club.
- b) Event Management and Volunteering.

SPECIAL SKILLS

- a) MS Word
- b) MS Excel
- c) MS Power Point
- d) Canva
- e) Tally

ACHIEVEMENT

- a) Won Global Jury Validation and RV Certificate under WadhwaniFoundation (February 2023).
- b) Successfully completed 7th year of Painting under Bangiya SangeetParishad.
- c) Successfully completed 4th year of Tabla.

PERSONAL DETAILS

DATE OF BIRTH 14th December 2001

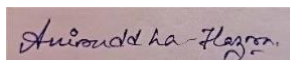
LANGUAGES KNOWN English, Bengali and Hindi

DECLARATION

All the statements given above are best to my knowledge and belief. If any information found wrong or illegal, I am responsible for my cancellation.

DATE:

PLACE:



SIGNATURE