

## 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

1<sup>st</sup> April 2024 – 16<sup>th</sup> 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

7<sup>th</sup> June – 6<sup>th</sup> August 2023

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

## COURSE

- Excel for Corporate Finance Professionals from LinkedIn Learning (April 2024)
- Corporate Finance Foundations from LinkedIn Learning (April 2024)
- Marketing Foundations: Consumer Behavior from LinkedIn Learning (April 2024)
- Working with Upset Customers from LinkedIn Learning (April 2024)
- Developing a Service Mindset from LinkedIn Learning (April 2024)
- Excel PivotTables: Mastering PivotTables and Pivot Charts from LinkedIn Learning (April 2024)
- Excel: Advance Formulas and Functions from LinkedIn Learning (January 2024)
- 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 7<sup>th</sup> year of Painting under Bangiya SangeetParishad.
- c) Successfully completed 4<sup>th</sup> year of Tabla.

#### PERSONAL DETAILS

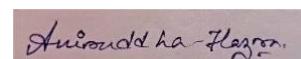
**DATE OF BIRTH**    14<sup>th</sup> December 2001

**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:



SIGNATURE

PLACE: