

TAPASYA YADAV

91+ 9555247125 | tapasyayadav9@gmail.com | Katwaria Sarai, Delhi |

CAREER OBJECTIVE

Motivated and detail-oriented professional seeking to leverage my skills in finance and data analysis to contribute effectively to a dynamic organization. With hands-on experience in banking operations and customer service, I aim to apply my analytical and problem-solving abilities to drive efficiency and innovation. Passionate about continuous learning and professional growth, I am eager to take on new challenges in a role that allows me to make a meaningful impact.

WORK EXPERIENCE

Vardhan Consulting Engineers

15/08/2021 - 15/10/2021

- Gained hands-on experience in human resource operations, focusing on employee management and organizational dynamics.
- Strengthened communication and teamwork abilities by collaborating with HR professionals and peers on key organizational tasks.

HDFC Bank | Lucknow, Uttar Pradesh, India

01/08/2024 – 30/09/2024

Finance Intern

- Assisted senior employees in handling daily banking operations, ensuring smooth customer service and workflow efficiency.
- Developed strong financial documentation skills, ensuring compliance with KYC norms and banking regulations.
- Strengthened interpersonal and communication skills by engaging with diverse clients and addressing their financial concerns effectively.
- Guided 100+ customers daily, directing them to the appropriate department, improving customer satisfaction and reducing wait times.
- Worked collaboratively with the team to analyze banking processes and identify areas for improvement.

EDUCATION

PGDM (Finance, Business Analytics) | Institute of Marketing and Management, New Delhi | 2023-2025

BBA | National Post Graduate College | 2019-2022

City Montessori School, Lucknow | 2019

SKILLS

Financial Analysis

Strong Communication

Banking Operations

Problem Solving

Data Analysis and Excel

Team Collaboration