

UTKARSHA CHAURASIA

FEMALE

DOB: APR 17TH, 1989

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STATEMENT OF PURPOSE

A highly motivated individual, with knowledge of language skills in Spanish, who has accepted assignments with responsibility and accomplished them with utmost sincerity, is now looking for an opportunity to join an organization that provides ample of learning and growth through application of my communicative skills within a challenging and proactive environment.

SCHOLASTIC RECORD*Current Educational Details:*

Year	Degree	Institute	Remarks
2019	Spanish Language Level B2 (Advanced)	Instituto Cervantes, New Delhi	Pursuing

Past Educational Details:

Year	Degree	Institute
2012	MBA Majors in Finance and Marketing	J.S.S Academy Of Technical Education, Noida
2010	Bachelor in Commerce (B.Com)	Sunbeam College For Women, Varanasi
2007	12 th (ISC)	St. Joseph's Convent School, Varanasi
2005	10 th (ICSE)	St. Joseph's Convent School, Varanasi

LANGUAGE SKILLS

Proficiency in Languages	English, Hindi, Spanish	Read ; Write ; Speak ; Understand
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CORPORATE EXPERIENCE

Royal Bank of Scotland (RBS) Business Services Pvt. Ltd.		January 2013 – June 2013
Roles	<ul style="list-style-type: none">Worked as Officer under Cash and Payments-GTSCoordinated with cross-functional teams to revamp and streamline the existing process	
HDFC Bank Ltd.		April 2011 – May 2011
Roles	<ul style="list-style-type: none">Worked as an intern under HDFC Asset Management Company, VaranasiDissertation – Retail Banking with reference to HDFC bank	

POSITIONS OF RESPONSIBILITY

Clubs & Committees	<ul style="list-style-type: none">Organized Zealicon'11, annual college fest of JSSATE, with a footfall of 500+ studentsHead- Voluntary Teaching Club, conducted teaching drives for the under-privileged studentsOrganized workshop on "Effective Communication" for students from the NCR region
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AWARDS & ACHIEVEMENTS

Certifications	<ul style="list-style-type: none">Conversational Spanish Certification by Udemy
Extra-Curricular	<ul style="list-style-type: none">Awarded 3rd Rank in Srijan- National Creative Art Event in annual fest of JSSATE NoidaSecured 2nd Rank in Inter College Essay-Writing Event themed on "Women Empowerment"Achieved 1st Rank in the Inter-School Jewellery Making Event comprising of 21 teams

PERSONAL DETAILS

Father's Name	Jai Prakash Chaurasia
Mother's Name	Kiran Lata Chaurasia
Nationality	Indian
Present Address	House No. 155E, Sadbhawna Apartments, Pocket 4, Mayur Vihar Phase 1 – 110091 State: Delhi
Permanent Address	House No. S-30/81, Shivpur, Varanasi - 221003 State: Uttar Pradesh

OTHERS (STRENGTHS/HOBBIES)

- Hard working, Dedicated and Meticulous at work ; Always carry a Never-give-up attitude
- Interests in Cooking, Painting, Reading novels and Voluntary Teaching

Declaration

The above-mentioned information is correct up to my knowledge and I bear the responsibility for correctness of the particulars

Utkarsha Chaurasia