

PROFILE

SUMMARY

Experienced Cashier cum Accountant with a proven track record in managing customer transactions and financial records at Axis Bank, Samarth Multistate Co. Op., and Hatlai Multistate Co. Op. Demonstrates strong skills in cash handling, account management, and customer assistance, ensuring efficient service delivery and accurate record-keeping. Adept at utilizing banking software for transaction processing and maintaining compliance with regulatory standards. Committed to enhancing bank reputation through exceptional customer service and teamwork. Career goal: To leverage extensive banking experience to contribute to a dynamic financial institution's success.

ADDRESS:

House No - 217E, At-Palekhurd, Post-Devichapada
Near Vinayak Complex, Chindran Village Road,
Tal- Pnvel, Dist- Raigad, 410208.

PHONE:

+91 7356505251 / +91 9216323334

EMAIL:

Kajalraj2899@gmail.com

LANGUAGE

Marathi
Hindi

KAJAL RAJGURU

EDUCATION

K. T. PATIL COLLEGE OF ENGINEERING AND TECHNOLOGY, (DHARASHIV)

MBA (MARKETING) – 2023 65%

MOTHER KANCHAN COLLAGE OSMANABAD, (DHARASHIV)

BACHELOR IN COMPUTER SCIENCE- 2021 76%

SRIPATRAO BHOSALE HIGH SCHOOL, DHARASHIV

HSC- 2018 62%

BHAI UDDHAVRAO PATIL PRASHALA, DHARASHIV

SSC- 2016 75%

WORK EXPERIENCE

EXPERIENCE

AXIS BANK, DHARASHIV

(CASHIER CUM ACCOUNTANT)

May 2022 – December 2024

- Managed complaints with calm, clear communication and problem solving.
- Engaged with customers to better understand needs and deliver excellent service.
- Updated customer account details accurately and efficiently, ensuring reliable records.
- Handled customer cheques appropriately, ensuring swift processing and deposit.
- Counted funds accurately with manual and machine-assisted methods.
- Conducted daily cash counts and prepared bank deposits, maintaining accuracy in financial records.
- Processed a wide variety of financial transactions, including deposits, withdrawals, and transfers.
- Facilitated seamless account transactions, including deposits, withdrawals, and transfers.

SKILLS

- Positive attitude
- Customer assistance
- Multi-tasking
- Cash counting
- Cash handling
- Cash management
- Excellent verbal communication
- Payment Processing
- Customer transactions
- Product knowledge
- Debit and credit card handling
- Daily transaction summarising
- Cash counting machine operations
- Account management
- Bank transactions
- Dependability and reliability
- Financial transactions recording

HOBBIES AND INTERESTS

- BOOK READING
- PAYING CARROM, BADMINTON

- Participated in regular training sessions, keeping up-to-date with banking policies and procedures.
- Managed customer transactions efficiently, facilitating smooth operations at the single window service point.
- Collaborated with team members to maintain a secure and orderly banking environment.
- Monitored transaction queues, managing workflow to minimise wait times and improve customer satisfaction.
- Utilised banking software for transaction processing, demonstrating strong technical proficiency.
- Answered customer queries about product prices, product availability and service changes.
- Advised customers on internet banking and phone banking services to best meet varying needs.
- Guided customers using self-service points, enhancing bank efficiency during peak times.
- Participated in regular audits, adhering to regulatory standards and internal controls.
- Assisted with loan applications, guiding on procedures and process.
- Updated customer accounts and personal details, ensuring records were current and accurate.
- Utilised banking software to input customer data and process transactions, ensuring accuracy.
- Addressed and resolved technical issues with transaction equipment, minimising service disruptions.
- Trained new staff on single window operations, sharing expertise and promoting team efficiency.

SAMARTH MULTISTATE CO. OP BANK DHARASHIV, DHARASHIV BANK CASHIER

January 2022 – April 2022

- Helped customers open, close and update bank accounts.
- Updated customer account details accurately and efficiently, ensuring reliable records.
- Counted funds accurately with manual and machine-assisted methods.
- Processed a wide variety of financial transactions, including deposits, withdrawals, and transfers.
- Conducted daily cash counts and prepared bank deposits, maintaining accuracy in financial records.
- Facilitated seamless account transactions, including deposits, withdrawals, and transfers.
- Developed and maintained positive relationships with customers, enhancing bank reputation.

- Maintained accurate records of all transactions, adhering to compliance and regulatory requirements.
- Collaborated effectively with banking staff, enabling smooth cross-department customer transactions.
- Participated in regular training sessions, keeping up-to-date with banking policies and procedures.
- Collaborated with team members to maintain a secure and orderly banking environment.
- Monitored transaction queues, managing workflow to minimise wait times and improve customer satisfaction.
- Participated in regular audits, adhering to regulatory standards and internal controls.
- Delivered exceptional customer service, resolving queries and complaints promptly.

HATLAI MULTISTATE CO. OP. BANK, DHARASHIV

Bank Cashier

January 2021 - December 2021

- BANK CASHIER
- Handled day-to-day cash transactions accurately.
- Conducted daily cash counts and prepared bank deposits, maintaining accuracy in financial records.
- Facilitated seamless account transactions, including deposits, withdrawals, and transfers.
- Developed and maintained positive relationships with customers, enhancing bank reputation.
- Processed a wide variety of financial transactions, including deposits, withdrawals, and transfers.
- Collaborated with team members to maintain a secure and orderly banking environment.
- Managed customer transactions efficiently, facilitating smooth operations at the single window service point.