

CURRICULUM VITAE

PRIYA JAIN

Email: kanishdungarwal@gmail.com | Contact No.: +91 9680096683

CAREER OBJECTIVE

To secure a responsible and challenging position in a reputed organization where I can leverage my expertise in teaching and banking to contribute to organizational success and achieve professional growth.

ACADEMIC QUALIFICATIONS

Qualification	Institution	Year
B.Sc.	VMOU	2024
B.Tech	RTU	2015
Senior Secondary	RBSE	2011
Secondary	RBSE	2009

PROFESSIONAL EXPERIENCE

TEACHING EXPERIENCE

Robin Senior Secondary School, Nimbahera (March 2016 - April 2019)

- Taught Mathematics (up to 10th class), Science, and Computer to upper primary students.
- Focused on enhancing problem-solving skills and conceptual understanding in Mathematics.
- Provided training in MS Office, internet usage, and file management.
- Developed and implemented interactive lesson plans to improve student engagement and learning outcomes.
- Supported students in enhancing their analytical and logical reasoning skills.

Rajasthan State Open School (December 2015 - December 2019)

- Conducted training sessions in Home Science and Computer for 10th and 12th class students.
- Delivered comprehensive guidance on theoretical concepts and practical applications.

- Assisted students in improving exam preparation and time management.
- Focused on improving students' problem-solving and critical thinking abilities.

BANKING EXPERIENCE

Equitas Small Finance Bank, Nimbahera (April 2021 - March 2022)

- Managed high-volume customer transactions with accuracy and efficiency.
- Handled cash deposits, withdrawals, and account reconciliation.
- Ensured transaction accuracy and maintained accurate financial records.
- Delivered exceptional customer service and resolved customer inquiries promptly.

Equitas Small Finance Bank, Nimbahera (September 2023 - November 2024)

- Managed cash handling and customer transactions efficiently.
- Ensured transaction accuracy and resolved discrepancies.
- Maintained compliance with banking policies and procedures.
- Trained and mentored new staff on cash handling and customer service protocols.

SKILLS

- Strong numerical and analytical abilities
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Excellent communication and problem-solving skills
- Ability to work under pressure and meet deadlines

CERTIFICATIONS & TRAINING

RS-CIT by RKCL - Training in computer fundamentals, internet applications, and MS Office.

Linux Workshop - Hands-on experience in:

- Linux installation and system configuration
- Basic shell scripting and file management
- Network configuration and troubleshooting