



# Garima Pathak

Nehru Nagar, Bhopal Madhya Pradesh

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An experienced assistant manager in the banking industry and excellent organisation and accounting skills, hoping to find new opportunities and position in Finance sector to further in my career. I'm very Keen to support and work in a team, where my skills can be worked to generate advantages

## Professional Experience

**ICICI Bank**

10/23 - 03/24

**Assistant Manager**

- I have to Ensure smooth functioning of the branch and follow banking norms
- Responsible for monitoring business, compliance and operations
- Responsible for taking decisions that are cost effective and generate revenue
- Monitor the branch sales targets and strategize to acquire new accounts and expand existing accounts by offering various financial products and services to the customer.

## Education

**Sant hirdaram institute of management**

10/21 - 07/23

**Master Of Business Administration (MBA)**

- Dual specialization in Finance and Marketing

**Makhanlal chaturvedi University of journalism**

08/17 - 08/20

**Bachelor's of Science in Electronic Media. (Bsc EM) Graduated**

- Specialized in journalism

**Adarsh Vidya Mandir higher secondary school**

01/16 - 01/17

**12th (MP Board)**

## Internship Program

- Summer Internship training program from Bank of Baroda
- Internship program is for one month training in which I learn and worked for credit management and also retail management department.

## Certification

- (NISM) National Institute Of Securities Market Mutual fund (Va)
- Banking finance and insurance certification from udemy.
- Finance management certification from udemy.
- Accounting finance and banking certification from udemy.

## Key Skills

- Financial reporting and analysis,Financial modeling
- Communication, lead generation
- Valuation
- Risk management Forecasting and budgeting