



IGNAS MALI

Date of birth: 06/03/2000

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Experience: Fresher

PROFILE

I am seeking a full-time position within a dynamic environment that presents greater challenges, enhances organizational benefits, and fosters opportunities for driving efficiency and productivity. My goal is to secure an entry-level role in finance where I can leverage my expertise in data analysis and financial modeling to contribute to the company's growth and strategic objectives. I am committed to applying my skills to support the organization in achieving its financial goals and advancing its overall success.

EDUCATION

10th (BSE)
RAMBHA HIGH SCHOOL
📍 RAMBHA, INDIA

Commerce | 12th (CHSE)
ST.JUDES JUNIOR COLLEGE
📍 CHATRAPUR, INDIA

Bachelor of Commerce (B.Com)
BERHAMPUR CITY COLLEGE
📍 BRAHMAPUR, INDIA

Finance and Marketing | Master of Business Administration (MBA)
NIST INSTITUTE OF SCIENCE AND TECHNOLOGY
📍 BRAHMAPUR, INDIA

PGDCA
1 Year
Educational Background
Technical Proficiencies

- Studied key areas including programming, database management, web development, and software engineering.

Practical Experience

- Developed practical IT skills and acquired in-depth knowledge through hands-on projects and comprehensive coursework.

Tally prime
3 Months
Tally Prime Expertise

- Acquired skills in Tally Prime for various accounting tasks, including managing financial records, generating invoices, and handling fundamental GST and payroll functions.

WORK EXPERIENCE

Finance Intern (Branch Manager assigned me Some Functional Areas)
HDFC Bank (1 Month)
Documentation Oversight

- Ensure compliance with certification standards and maintain meticulous, error-free documentation to uphold organizational integrity.

ATM and Card Activation Support

- Provide expert assistance to customers in navigating ATM operations and activating their cards, while delivering exceptional support at the help desk.

Service Quality Assurance

- Conduct thorough monitoring and evaluation of customer service delivery to ensure alignment with organizational standards and client expectations.

Strategic Customer Engagement

- Proactively engage customers via phone to promote acceptance of credit card offers, effectively generating leads for the executive team.

Self-Service Empowerment

- Facilitate customer training in updating passbooks through automated machines, empowering them to perform the process independently and enhance their overall banking experience.

Process Improvement Initiatives

- Identify opportunities for enhancing operational efficiency and customer satisfaction, contributing to ongoing improvements in service delivery and client engagement strategie.

LINKEDIN ID

 @IGNAS MALI

LANGUAGES & COMPUTER

① LANGUAGES

Hindi



English



Odia



① COMPUTER

Computer skills (Tally prime, MS Office like MS Word, Advance MS Excel and MS PowerPoint)



Internet/E-Mail



STRENGTHS

- # Advanced Analytical Thinking
- # Exceptional Communication Proficiency
- # Dynamic Adaptability and Flexibility
- # Innovative Problem-Solving Capabilities
- # Meticulous Attention to Detail
- # Creative and Strategic Innovation
- # Expert Time Management and Prioritization
- # Strong Interpersonal and Relationship-Building Skills
- # Collaborative Leadership and Team Empowerment
- # Strategic Vision and Forward-Thinking
- # Customer-Centric Mindset and Approach
- # Robust Technical Proficiency in Relevant Tools

HOBBIES



Exploring distant lands



Getting lost in a good book



Capturing moments



Feeling the music



Every kind of sport



Volunteer work



learning creative technology

ACTIVITIES

- **Organizational Skills**
- **Teamwork and Collaboration**
- **Community Service Engagement**
- **Effective Collaboration Across Diverse Team**

SKILL GRAPH



Data Analytics



Digital Marketing Strategy



Strategic Marketing Planning



Market Research and Insights



Financial Analysis and Forecasting



Team Leadership and Management



Customer Engagement and Persuasion



Project Management



Content Creation and Strategy



Performance Metrics and Evaluation

DECLARATION

I declare that the information provided in this resume is accurate and complete to the best of my knowledge, and I am committed to leveraging my skills and experiences to contribute effectively to your organization.

IGNAS MALI