

As a Senior Associate at ICICI Bank, my document control expertise involved meticulous data maintenance, KYC verifications, and seamless mortgage process management. Transitioning to IDFC Bank as a Sales Executive, I excelled in building client relationships, exceeding targets, and implementing effective sales strategies. My adaptable and detail-oriented approach defines my professional persona.

Location

Sr. 285/3/34, Near ganesh
laxmi apt, kuthwal colony
Lohagaon pune -411047

Phone

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Email

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Technical skills

- Microsoft Excel, word.
- Exploratory Data Analysis through python(Jupyter notebook)
- Basics of programming language

Experience 2 + years

March 2021 – May 2022

Document Controller (Sr. Associate) | Iprocess india pvt ltd(ICICI bank) | Pune Maharastra

- **Data Maintenance Specialist:** Meticulously updated customer records daily using Excel sheets.
- **KYC Verifications:** Conducted Know Your Customer (KYC) verifications to ensure regulatory compliance.
- **Mortgage Process Management:** Facilitated the mortgage process, overseeing the issuance of mortgage cheques upon receipt of complete and verified client documents
- **Attention to Detail:** Maintained a high level of attention to detail throughout tasks, emphasizing data integrity and regulatory standards.
- **Team Coordination:** Collaborated effectively with the operations and credit teams, ensuring seamless and accurate record-keeping

November 2022 - June 2023

Sales Executive(home loan) | Me-hin tech edge solutions (IDFC Bank) | Building Strong Client Relationships & Tailored product presentations. |

- **Client Relationship Cultivation:** Successfully boosted sales revenue by cultivating robust client relationships.
- **Effective Sales Strategies:** Implemented impactful sales strategies to enhance overall performance.
- **Consistent Target Exceedance:** Demonstrated consistent achievement by exceeding monthly sales targets.
- **Diligent Prospecting and Presentation:** Achieved targets through diligent prospecting efforts and delivering tailored product presentations.

Education

Graduation| Modern College of Arts Science And Commerce Ganeshkind Pune
|BCA(Bachelore of Computer Application) | June 2019

HSC | SSPMS PUNE(Science) | 2015

SSC | SSTVL Lohagaon Pune |2013

Key skills and characteristics

Here are some skills I acquired through my past working experience

- **Communication Skills:** during sales presentations and Clear communication and coordination with the operations and credit teams for record-keeping.
- **Customer Service:** Cultivated strong client relationships, suggesting a focus on customer satisfaction. Managed the mortgage process, which likely involved interaction with clients to gather necessary documents.
- **Problem-Solving:** Likely encountered and resolved issues related to document control, data maintenance, and regulatory compliance