

AVADHOOT SAWANT

Executive Summary

I am an executive who specializes in admin & sales work. As someone who can identify the need of customers for effective solutions, I'm committed to high-quality service that ensures a positive experience.

Skills & Expertise

- Leadership
- Communication
- Strategic thinking
- Decision making
- Teamwork
- Hard Working

Personal Interests

- Listening The Songs
- Playing Cricket And Chess
- Painting On T Shirts
- Search For New Ideas About Work
- Browsing Internet

Work Experience

Relationship Manager

Fortune Capital Sevice Pvt. Ltd. (2019 - 2021)

- Demat & Trading Account Opening
- Calling To Clients For Trading And Mutual Funds
- Trading For Clients
- Mutual Funds For Clients
- Resolve All Queries Of Clients
- Reports All Records To Manager

Sales Executive

Sharekhan Ltd. (2015 - 2019)

- Demat & Trading Account Opening
- Calling To Clients For Trading And Mutual Funds
- Trading For Clients
- Mutual Funds For Clients
- Resolve All Queries Of Clients
- Reports All Records To Manager

Front Desk Executive

Beyond Fitness (2011 - 2014)

- Attending calls, file management, petty cash, handling fee collection
- Handling all the back end work
- To maintain, establish & create a sustainable relationship with the clients
- Responsible for updating MIS on daily and monthly basis

Admin Executive

Shiv Enterprises (2006 - 2010)

- Maintaining documents and keeping it up to date
- Preparing receipts and accounting reports
- Coordinate with seniors and follow-up regarding work verbally as well as through mails
- Maintain day by day courier inward and outward
- Managing the Front Desk / Reception Area



Let's Get In Touch

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Academic Profile

- 1) H.S.C. Passed In Second Class From Mumbai University
 - 2) S.S.C. Passed In Second Class From Mumbai University
 - 3) MS-CIT Passed From Keerti Computer Institute
 - 4) Digital Marketing Course From DMTI Softpro
- Social Media Optimization & Marketing
 - Google Ad words
 - Search Engine Optimization
 - Wordpress