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| **Gulfjobseeker.com CV No:** **1318374****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> |

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| **EMPLOYMENT HISTORY** |
| **Company****Designation****Job Description** | Rustomjee (May 2011 – November 2014)Executive – Home Loan* Guiding potential buyers and existing customer regarding home loan requirements and calculating their eligibility as per income documents. Collect file from customer and submit it to bank/financial institution for sanction.
* Arranging, providing and preparing property documents for customer according to bank’s demands. Keeping in contact with the banks and do follow ups on awaiting disbursements. Providing property documents to Banks to acquire Project Approvals which involves constant follow up with Banks Officials.
* Co-ordination with Marketing Team for Corporate Advertisements, exhibitions and other activities. Responsible of acquiring approvals for creative and content for advertisements and other particulars for related activities. Responsible for SMS activity for Channel Partner during launch of various offers.
* Preparation of payment schedules in case of price changes.
* Assisting the Deputy General Manager – Sales & Marketing in preparation of business plans and presentations.
* Maintaining a database of customers in process of taking possessions in the project and generating various reports daily and emailing it to various departments for co-ordination.
* Customer Service (Handling incoming calls) & Sales Follow up calls (Inbound and outbound calls)
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| **EDUCATION** |
| EXAMINATION | university / Institute | year | grade |
| Post Graduation Diploma in Business Administration (PGDBA) – Banking, Investment and Insurance | Welingkar Institute of Management and Research | 2014 | 2nd Class |
| Bachelor in Banking and Insurance (BBI) | University of Mumbai | 2011 | 1st Class |
| Higher Secondary Certificate (HSC) | Maharashtra Board | 2008 | Distn |
| Secondary School Certificate (SSC) | Maharashtra Board | 2006 | 1st Class |

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| **COMPUTER SKILLS** |
| * MS Office (Word, Power point, Excel)
* ERP – Quadra
* CRM Tool - Manage Engine (Service Desk)
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| **PERSONAL DATA** |
| GenderDate of BirthNationalityMarital statusLanguages known | Female28 December, 1990IndianSingleEnglish, Hindi, Marathi, Malayalam |

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| **DECLARATION** |
| I acknowledge that the above information is impeccably correct to best of my knowledge and belief. |