**CAREER OBJECTIVE**

Seeking a position where my extensive experience will be further developed and utilized. A Company that will utilize my talents and provide me the opportunity to use my communication and analytic skills as well as my working knowledge. The position should present various challenges and opportunity for growth in a learning environment.

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**PERSONAL SKILLS**

* Strong interpersonal and customer service skills.
* Good Organization and negotiation skills with a 'can do' attitude.
* Excellent communication and listening skills.
* Pleasant and polite personality.
* Courteous and helpful.
* Enjoy rapport building and customer interaction.
* Multitask and manage time effectively.
* Positive attitude and possess the ability to work under pressure.
* Excellent telephone etiquettes.
* Confident, presentable, sociable and friendly personality.
* Goal oriented, determined and hardworking.

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**EDUCATIONAL QUALIFICATION**

* **H.S.C.** Wilson College, Mumbai
* **S.S.C.** St. Louis Convent High School, Mumbai

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**COMPUTER SKILLS**

* MS Office.
* Advance Powerpoint & Excel
* Can grasp and perform any menu-driven program.

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**PERSONAL DETAILS**

* Date of Birth 03rd March 1992
* Languages Known English, Hindi & Marathi
* Hobbies Listening to music, Dancing& Networking
* Nationality Indian

**SUMMARY OF PROFESSIONAL EXPERIENCE**

1. **MAF Finance (2015 APRIL – 2016 MARCH)**

**Job Title: Sales Supervisor**

**Job description:**

* Handling a team & maintaining daily reports.
* Responsible to reach maximum customers to draw towards the organizations financial services through Carrefour.
* Responsible for generating new business by locating exact target based priority customers, fulfilling the targets.
* Assisting &generating sales opportunities by identifying appropriate business targets.
* Providing a professional and excellent level of customer service with existing and new customers.
1. **Altisource Pvt. Ltd.(2013 MAY – 2014 DECEMBER)**

**Job Title: Customer Service Representative (US Process)**

**Job description:**

* Responsible for handling calls for insurance.
* Developing and maintaining excellent relationship with customers by sharing required information and extending timely support / solutions to their queries.
* Providing a professional and excellent level of customer service with existing and new customers.
* Responsible for inbound and outbound calls to customers as well as agents.
* Responsible to maintain excels for managing employee quality reports & making the final MIS per employee.
1. **Emirates National Bank of Dubai.(2011March – 2013 Jan)**

**Job Title: Sales Supervisor**

**Job description:**

* Handling a team & maintaining daily reports.
* Responsible for generating new business by locating exact target based priority customers, fulfilling the targets.
* Assisting &generating sales opportunities by identifying appropriate business targets.
* Providing a professional and excellent level of customer service with existing and new customers.
* Promoting companies products & services to existing and prospective customers.

**First Name of Application CV No:** **1665600**

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