SADAF



**Address:-**

Dubai, UAE.

**Mobile no: -**  C/o 0505891826

**Email ID: -** sadaf.378919@2freemail.com

**Visa Status: -** Visit-Visa

**Career Objective: -** To work sincerely and diligently for my organization, taking my organization towards sustainable grow by using my academic, technical and inter-personal skills which will not only provide me with ample opportunities to learn but also to grow with the organization.

 **Strength:** - Effective Leadership Tactics, Managerial ability, Strong Reasoning, Self – Confident and ability to communicate successfully with the variety of people within & outside the organization, Good learner and Optimist**.**

**WORKING HISTORY:-**

**WORKING AS RECEPTIONIST IN POWERZONE GYM (SALES)**

**Responsibility whereas follows:-**

* Convincing the customer for admission.
* Handling walk- in enquiries.
* Tele calling and follow ups.
* Maintaining daily cash flow.
* Conducting Workshops and Seminars.
* Preparing salary for the employees.
* Conducting meeting with the owner of gym.
* Looking after the maintenance of gym etc.

**Worked as an Educational Counselor in Indian School of Management & Studies T**aking a person's education level, work history, personality, interests and skills into account and suggest careers that match his or her background and abilities.

**Responsibility whereas follows:-**

* Generating the leads by making fresh calls from the data.
* Call on the enquiries made by the student and counsel appropriately.
* Mailing student the entire details regarding the course & solving the queries.
* Handling walk-in students and counsel them.
* Follow up the leads by calling.
* Maintain a record of the calls made per day.
* Other office work.
* Verifying and completing the formalities for the admission closed.
* Make sure the books and other things reach to student on time.
* Counseling & provide a better option.

**Worked with HDFC BANK Ltd as a customer sales executive premiere acquisition channel (pam)**

Aproach potencial Customer with the aim of winning new bussiness, as well as maintaining good relationships with clients, also making repeat sales to employer’s existing customers

R**esponsibility whereas follow:-**

* Generating the leads by making fresh calls from the data.
* Follow up the leads by calling.
* Maintain a record of the calls made per day.
* Opening Imperia/ Preferred/ Classic/ Saving/ Current/ Demat/ Fixed Deposit Account.
* Pitching for various loans.
* Mainly into Imperia/ Preferred/ Classic account.
* Filling and Processing Account Opening forms.
* Documentation work.
* Handling Customer Queries and attending Telephonic Queries.
* Maintaining cordial relations with Customers.
* Handle walk-in customers.
* Follow up customers by calling.
* Maintaining daily sales report.
* Maintaining Audit.

.

**ACADEMIC CREDENTIALS**

* Completed Masters Of Business Administration (MBA) in International Business from Institute of **Chartered Financial Analysts of India (ICFAI).SIKKIM**
* **SEMESTER 1 :- BUSINESS BASICS**
* **SEMESTER 2 :- DIPLOMA IN MANAGEMNET**
* **SEMESTER 3 :- POST GRADUATE IN INTERNATIONAL BUSINESS**
* **SEMESTER 4:- MASTERS OF BUSINESS ADMINISTRARTION IN INTERNATIONAL BUSINESS**.
* Completed Bachelor in Banking and Insurance (BBI) from Shri Chinai College of Commerce & Economics, (Mumbai University, 2010) secured 75%
* H.S.C., Commerce, Sheth Vidya Mandir School & Collage of Science and commerce,(Maharashtra Board, 2007) secured 65%
* S.S.C., J. B. Ludhani High School, (Maharashtra Board, 2005) secured 55%

**COMPUTER SKILL:** Basic Computer Concept (B.C.C), Basic of Windows 98, MSDOS through Windows Explorer, Microsoft Office 2000 (Word, Excel, PowerPoint), Internet and Email.

**PERSONAL DETAILS:-**

* Date of Birth : 15th February 1989
* Gender : Female
* Height :5.1
* Marital Status : Single
* Nationality : Indian
* Languages known : English, Hindi, Marathi, Guajarati and Kuchchi.

**HOBBIES: -** Playing outdoor & indoor games, Socializing, Watching movies, Listening Music.

**REFERENCE:** To be furnished on request.