

CURRICULUM VITAE

Laxmi Bhikanath Tarse
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OBJECTIVE

Seeking a challenging career position in a organization that offer adequate challenges which will utilize my education and experience.

EXPERIENCE : 1 year 10 months

ORGANIZATION – Axis Bank Ltd.

PERIOD : 01 Feb 2022 to 30 Nov. 2023

DESIGNATION : Junior Executive

LOCATION : Badlapur

JOB DESCRIPTION

- Worked as a junior executive in the credit department, specializing in Home Loan.
- Proficiently handled **login desk activities**, ensuring smooth and efficient processing of tasks.
- **Files checking** to ensure that all documentation complies with the policies for HL LAP and PL products.
- Managed vendors to ensure better and accurate results in PD and FI reports.
- Co-ordinate with business Team via mail.

EDUCATIONAL DETAILS :

SR. NO	COURSE	SCHOOL/COLLEGE	YEAR	PERCENTAGE
1	S.S.C	VISHWAS VIDYALAYA	2015	71%
2	H.S.C	SAKET COLLEGE	2017	68%
3	B.COM (INVESTMENT MANAGEMENT)	SAKET COLLEGE	2020	B
4	PGDM	WELINGKAR INSTITUTE OF MANAGEMENT	PURSUIING	-

OTHER QUALIFICATIONS :

- MS-CIT
- Advance Excel
- English & Marathi Typin 30WPM
- Tally

PERSONAL DETAILS :

- Date of Birth : 06 Aug 2000
- Gender : Female
- Marital Status : Single
- Nationality : Indian
- Known Languages : Marathi, Hindi, English

STRENGTH :

- Dedicated
- Teamwork
- Problem-solving nature

DECLARATION :

I hereby declare that all information furnished above is true to the best of my knowledge & belief.

Signature

Laxmi Bhikanath Tarse