Shweta Pandey

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| **Objective:** To work coherently in a professionally challenging job where both my knowledge and inter personal skills are equally exposed and which give equal opportunity for advancement while being optimistic and innovative. |

**PRECISE**

* A professional with nearly 2+ years of experience in Sales*.* ***Currently working with HDFC BANK*** *as Branch Sales Officer Lucknow.*
* A keen implementer with demonstrated abilities in devising marketing activities and accelerating the business growth.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.

***KNOWLEDGE PURVIEW***

***Service Support/CRM/ Technology***

* Responsible for resolving customer complaints on systems bottlenecks.
* Provide value added customer services by attending customer site meetings to resolve queries and issues.

**Professional Credentials:**

* Hotel Management from Kanpur University.

**Academic Credentials:**

* Post Graduation in Arts from Deean Dayal Upadhay University, Gorakhpur.
* Bachelors Degree in Arts from Dr.Ram Manohar Lohia Avadh University, Faizabad
* Intermediate from U.P. Board.
* High School from U.P. Board.

**Computer Proficiency:**

* Knowledge of MS-Office.
* Internet.

**Job Profile:**

Since January 2012 to till date HDFC BANK LTD.  
  *Branch Sales Officer Lucknow*

* Sales of CASA, Loans & Cross sell of third party Products.
* Planning and conducting events to promote sales.

**Strengths:**

* Good A listener and a hard working professional.
* Skilled communication with strong interpersonal and management skills.
* Capability to work in a team as an efficient member or as a Team - Coordinator.
* Positive attitude towards my work.

**Personals Information:**

* Date of Birth: 18-Sept-1987.
* Marital Status: Single.
* Gender: Female.
* Nationality: Indian.
* Languages: English & Hindi.
* Correspondence: D3, Ashiyana Power House. Kanpur Road, Lucknow.

**Date:- 10/02/2014**

**Shweta Pandey**