**LESHA J. GANDHI**

Female | 26 years |(+91) 9769706644 | shah.lesha@gmail.com| Mumbai

**E D U C A T I O N Q U A L I F I C A T I O N**

|  |  |  |  |
| --- | --- | --- | --- |
| **M Com Part-I** | Maharashtra Board | June-2014 | Pursuing |

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| --- | --- | --- | --- |
| **Bachelors in Accounts**  **And Finance** | Maharashtra Board | May -2010 | I Class |
| **HSC** | Maharashtra Board | May -2007 | I Class |
| **SSC** | Maharashtra Board | Mar- 2005 | II Class |

* **MARUTI SUZUKI – Certified Sales Expert**

**R E S P O N S I B I L I T I E S**

* Handling CASA clients – Current account Portfolio Enhancement
* New Acquisition, cross selling
* Helping customer for Investments
* Cross sell of bank products like Car Loan, Home Loan, Personal Loan etc
* Handling Customer complaints & escalations too.
* Service walk-in Customer
* Increase CASA value
* Managing lobby.
* Selling Investment Products\_ LI, GI and Mutual funds
* Acquisition of New CASA with attachment products i.e. FD/RD, Bill Pay, ECS/EMI.
* Automobiles New Acquisition, cross selling
* Car leasing , acquisition & Corporate & Bank tie-ups
* Proforma, invoice & Finance quotation for Car as per process.
* Managing Enterprises Corporate Accounts for Automobiles -Car Deals
* Managing Retails Car Deals.
* Managing Lease and Lesser Car plan
* Ties ups for Company Car policies – In coordination with Corporate HR’s & Procurement Teams.
* Managing Car Finance and Car Accessories deals.
* Arranging Corporate Meeting for HR’s and Customer Relationship Meets

**C O M P U T E R P R O F I C I E N C Y**

* Knowledge of Tally 5.4 and ERP 9
  + Includes entries for
    - Sales & Purchase Register,
    - Journal entries,
    - Cash Book,
    - Bank Book,
    - Bank Reconciliation,
    - Sundry Debtors and Sundry Creditors,
    - Finalization.

**W O R K E X P E R I E N C E**

* **Working with Kotak Mahindra Bank, Branch – Kandivali west.**

As Deputy Manager

* Oct’15 to till date.
* **Worked at Maruti Suzuki – Shivam Autozone India Pvt Ltd**

As Senior Corporate Sales Consultant.

* April’14 to Sep15.
* **Working at Shreeram Hyundai as a Sales Consultant.**
* From January’13 to March’14.
* **Worked with Millennium Toyota for as a Sales & Finance Consultant.**
* From May 2010 to Nov 2011
* **Assisting my father in Accounting of our Clients till June 2010.**

**P E R S O N A L D E T A I L S**

Address : A- 304, AJOY CHS Ltd, Dahanukar wadi, Kandivali (W), Mumbai – 400067

Date of Birth : 11th November 1989

Language Proficiency: Gujarati, English, Marathi, Hindi,

Hobbies : Listening to Music & Travelling.