

RESUME

Jaymin Patel

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Professional Profile:-

An accomplished, result driven marketing and sales professional with over 1.5 years of experience, focused on Banking with expertise in FINANCE FIELD. Proven ability to manage Sales team, office coordination. Experience with presenting to Sales Front line management, meeting with key customer's coordination with existence customer.

Functional Summary:-

- Graduate over 2 Years of rich experience in Banking & Non Banking sector, Sales, office management, excellent communication & relationship skills.
- A Quick learner with intuitive ability to grasp complex business problems and develop a working solution.
- Committed to knowledge management, teamwork and processes.

Skills:-

- Retail sales
- Office coordination.
- Public Relationship
- Sales forecasting
- Customer selection & rollout

Professional Experience:-

➤ **Reliance Commercial Financial Limited**

Sales Coordinator - Ahmadabad

July 2017 to July 2018

➤ **DHFL**

Business Development Executive in Home loan

July 2018 to Dec 2018

➤ **ICICI Bank Ltd**

Senior Executive in loan department

Dec 2018 to till date

Job Role:-

- Looking for Sales
- One stop solution for customer from Login to Disbursed Loan
- Attend the walking customer
- Handled the customer Query.

ACADEMIC QUALIFICATION:-

Qualification	Year of Passing	Institute	Board / University	Percentage/ CGPA
MBA	2017	Centre for management study	Ganpat University	5.73
BBA	2015	V.P.C.M.S	Ganpat University	6.55
H.S.C	2012	N.T. High School Kanisa	GHSEB	58.00%
S.S.C	2010	K.M.J Patel High School Sayama	GSEB	62.00%

Personality Traits:-

- Positive Attitude
- Strong Willpower
- Have interest in learning new things.
- Work effectively with diverse group of people.

Computer Proficiency:-

- MS Office.
- Internet surfing
- Win. Xp.

Personal Details:-

Father: - Farmer.

Date of birth: - August, 09 1995

Marital status: - Single

Hobbies: - Traveling, Music & Sports.

