

# Sakshi Pandey

Kochrab Gaam, Ramji Mandir Moto Thakor Vas, Nr Balaji Restaurant, Paldi, Ahmedabad 380006  
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Highly meticulous and knowledgeable Mis & operation executive with 3+ years of experience accustomed to working in fast-paced business environment.

Desired to always give excellent performance with strong determination to achieve excellent result.

Possess a highly professional attitude and significant ability to work and perform.

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## Professional Experience

### Hdfc Bank Limited

09/21 - 02/23

#### Sales Executive

Department: Merchants established

- Coordination and Mis reporting.
- Solving customers queries regarding products.
- Assisting and supporting customer for banking products information.
- Checking forms & documentation details of customers given by the sales officer for further process.
- Assisting and co-ordinating with sales and verification team relating query resolutions.
- Manage and track performance of all sales manager's by making MIS in excel.

### Sbi Card & Payment Services Private Limited

08/20 - 08/21

#### Operation Executive

Department: Credit card

- Application handling.
- Verifying detail of applicants via call and from given documents.
- Arranging for required documentation that fulfills KYC norms.
- Took 70-80 outbound verification call per day.
- Preparing daily monthly MIS report and report it to my senior managers.

### Sbi Card & Payment Services Private Limited

01/19 - 03/20

#### Relationship Executive

Department: Credit card

- Application handling.
- Verifying detail of applicants via call and from given documents.
- Arranging for required documentation that fulfills KYC norms.
- Vky process
- Took 70-80 outbound verification call per day.
- Preparing daily monthly MIS report and report it to my senior managers.
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## Education

### Shri Sahjanand Vanijya Mahavidyalay (Gujarat University)

09/17 - 09/20

B.Com - 63.36%

### Sadhana higher secondary school

06/16 - 03/17

12th - 68.4%

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## Date Of Birth

- 28/05/2000

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## Languages

- English
- Hindi
- Gujarati

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## Key Skills

- Microsoft excel
- Documentation and control
- Problem Solving
- Quick learner
- Strong verbal communication
- Quick adaptability

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## Interests

- Music
- Cooking
- World affairs
- Hand Embroid