

Arun Dantani

B 403 Nilkanth Heights 2 Opp Anusthan Bunglows Near Karnavati 4 Narol Vatva
Canale Road Ahmedabad 382440
+919773062023 • arunjakhwadiya2000@gmail.com

Objective

To work in firm with a professional work driven environment where I can utilize and apply my knowledge, skill and talent which enable me to grow while fulfilling organizational goals.

Work Experience

Operation Manager

May 2022 - Present

Andromeda sales and distribution pvt ltd

- Working departments
- Banking and Non-Banking Finance company with co-ordination
- Loan Agreements,
- Business loan, Personal loan
- Multiple login- Xerox sets – as per given Instructions o Maintain login MIS
- Agreement- Disbursement Process
- Emailing And Client Co-Ordination

Education

Bachelor of commerce

Jun 2019 - May 2021

Gls University

- Graduated with a 7.9 SGPA
- Specialized in Financial Management.

Master of commerce

Jun 2022 - Present

Gls University

- Master with a 7.7 SGPA
- Specialized in Financial Management.

Skill

- Proficient with the nature, procedures and functioning of a banking system.
- Excellent communication and customer service skills.
- Competent with data management and record keeping tasks.
- Superior multitasking skills with the ability to manage crisis situations.
- Aided customers with their banking transactions.

- Customer service Representation and Counseling Works.
- Loan, Insurance, Pension and ATM Departmental works.

Interpersonal Skill

- Dedication for committed work
- Leadership
- Management
- Confident and Determined
- Works effectively in a team with willingness to learn