

Borkar Nandani Ravindrabhai

Email I'd:- nandaniborkar143@gmail.com Mobile - 7600901822

PERSONALPROFILE

Father : Ravindrabhai
DateOfBirth : 21-12-2000
Gender : Female
Religion : Hindu
Nationality : Indian
MaritalStatus : Unmarried
Address : 356/1862, Gujarat Housing Board,Bapunagar AhmedabadGujarat-380024

ACADEMICPROFILE

Degree	Year of Passing	University/board	Class
S.S.C.	2016	GSEB	Pass
H.S.C	2018	GSHEB	Pass
B.COM	2022	Gujarat University	Pass
M.COM	Pursuing	Gujarat University	Pursuing

ADDITIONALEducation

- BasicComputerKnowledge&CCC

EXPERIENCE

SBI (Credit Card) – Telecommunication (Telesales) – July 2019 To November-2022
Designation : - Sales Executive (Credit Card Department)

- Responsible for handling sales over the phone entirely.
- Responsible for solving questions in regard to the product or service provided by the company.
- Calling active and budding clients to encourage the purchase of items.
- Addressing clients' uncertainties, grievances, and suggestions on time.
- Noting important details of each conversation.
- Communicating verbal acceptances of offers to our sales team for closing.
- Recording all successful and unsuccessful attempts to close sales.
- Attending regular team meetings to clarify progress and performance-related expectations.
- Responsible recruiting for the new employee.
- Coordinate also candidate offer,interviewing related quires in the HR departments.

Forret India pvt ltd – Hr Recruiter (Resource Specilist) – Nov 2022 To Till Date

Designation : - HR Excutive (Resource Specilist) – IT Recruiting & Banking Recruiting

- **Handle Recruitment activities from the gathering the requisiting,sourcing,screening,interview,offer and follow up till the candidate joins.**

DECLARATION

“I here by declare that the information stated above is true to the best of my knowledge.”

Place -Ahmadabad

**ThankingYou,
(Nandani Boarkar)**