

Resume

MUSTAKIM PATEL

1768-ATTARWALI CHALI OPP,
ROYAL BAKERY GAYAKWAD
HAVELI ROAD RAIKHAD
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OBJECTIVE

Strengthen the organization by becoming an integral part of the team, and commit myself to a professional environment and add value to job through continuous learning and improvement of professional skills.

EDUCATIONAL QUALIFICATIONS

- ❖ Bachelor in Commerce (Adv. Accounts & Auditing) from GUJARAT Commerce College, (Gujarat University.)
- ❖ Schooling from F.D Higher Secondary School, Ahmedabad.

COMPUTER QUALIFICATIONS

- ❖ Full operational knowledge of Windows XP, 2000, Microsoft office and Web related softwares.
- ❖ Good adaptability of Windows related softwares and various applications.

Professional Experience

KOTAK LIFE

Duration : From 08-0ET 2014to Till date

Designation : Sales associate

Department : Sales.

Job profile

- ❖ To convince client for purchase to our Investment product.
- ❖ To solve the Investment query & their status.
- ❖ To get the agreement done from the customer and collect.
And solve the queries come out of it.
- ❖ Forward the disbursed cheque/DD to the company.

Languages known (Read Write and Speak)

- ❖ English,
- ❖ Hindi,
- ❖ Gujarati,

Personal Details

Date of birth : 08th AUG 1993

Sex : Male

Marital Status : Unmarried

Yours Faithfully,

[Mustakim M Patel]