

CURRICULUM VITAE

Pooja.N.Nikhare
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CAREER OBJECTIVE:

To seek full time position with responsibility and to develop my professional as well as personal skills and to contribute the maximum share in the success journey of the organization.

Interested Area:

- Customer Services
- Surfing Internet.

Computer Knowledge:

- Fundamental MS Office.

Strengths:-

- Good computer knowledge.
- Good communication to each other.
- Every people to be helpful.
- Positive thinking and result oriented

ACADEMICS:

| Course | College/School | University/Board | Year Of Passing | Aggregate Percentage |
|--------|---|-----------------------|-----------------|----------------------|
| BCOM | Bhavan's Sheth R.A Commerce College, Ahmedaba | Gujarat University | 2014 | 64% |
| H.S.C. | Shreeji High School | G.H.S.E.B. | 2011 | 64% |
| S.S.C. | Shreeji High School | G.S.E.B | 2009 | 62% |

WORK EXPERIENCE :-

- Working in **Adheshwar textile** as a **Accountant** 10 month experience from **Jan 2013 to Oct 2013.**

ROLES & RESPONSIBILITIES:

- Sales and purchase entry
- Cheque entry
- Stock and inventory
- All bills entry
- Working in **BHARAT MATRIMONY** as a **Tele Marketing** 8 month of experience from **Aug 2019 to March 2020.**
- Working in **Just Dial Pvt Ltd.** as a **Tele Marketing** 1.5 yr of experience from **March 2015 to July 2016.**

ROLES & RESPONSIBILITIES:

- Creating a positive Brand Image /awareness of JD in the minds of new prospective clients (SMEs)
- Contact customers by phone to offer or persuade them to purchase the services
- Explain advantages and features of service being sold to stimulate customer's interest
- Answer customer's questions pertaining to service being offered
- Advises customer on variables and options to assist customer in making decision
- Explain products or services and prices
- Computes estimate or final cost of sale and presents information to customer
- Schedule appointments for Sales Representatives
- Coordinating with Marketing executive and the client till the deal is closed
- Meeting daily/ weekly/ monthly targets
- Maintaining Follow Ups data
- Working on Follow up data
- Maintaining MIS and data for future course of action
- Giving Feedback to Team Lead on prospects or Follow up clients
- Working in **ARHAM SHARE CONSULTANTS PVT.LTD** as a **Telemarketing in loan department** 2 yr Experience from **June 2017 to July 2019**

ROLES & RESPONSIBILITIES:

- Evaluates loan applications and documentation by confirming credit worthiness.

- Improves loan applications and documentation by informing applicant of additional requirements.
- Rejects loans by explaining deficiencies to applicants.
- Approves loans by issuing checks or forwarding applications to loan committee.
- Completes loan contracts by explaining provisions to applicant; obtaining signatures and notarizations; collecting fees.
- Helps customers by answering questions; responding to requests.
- Maintains customer confidence by keeping loan information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes bank mission by completing related results as needed.

Personal Information:-

- **Date of Birth:** - 14 Oct,1993
- **Nationality:**-Indian.
- **Permanent Address:** - C-106, Indravihar Soc, Nr. Sardarmall, Nikol Road, A' bad-382350
- **Gender:**-Female
- **Hobbies:** - Music, Writing & Traveling
- **Language Skill:** English, Hindi, Marathi & Gujarati

Decalration:-

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Pooja.N.Nikhare
Place: Ahmedabad