

**SHUBHANGI LOKRE.**

402 - Aarti Gaurav CHS, plot no 128, Sector 19, Ulwe, Navi Mumbai - 410206  
Contact No # 8097393292. / 9029956557. Email slokre1975@gmail.com

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**Personality Traits:**

Excellent relationship management skills, A keen communicator with honed problem solving and analytical abilities. With right blend of values, healthy attitude and undistorted perception can make unbiased decisions. A deep thinker, analyzer and solution provider. Fearless in expressing opinion. Have democratic style of leadership and believe in team spirit and collective participation. Excellent negotiation, communication and interpersonal skills, including the ability to communicate complex issues clearly and concisely.

**Professional Experience:**

**Samarth Automobiles and Financial Services.**  
**June 11 to May 2016**

**As Team Leader.**

Proficient in handling a team of 5 tele callers ,to generate the leads for auto Loans,Home Loans, Loan against property etc. Managing day to day operations from lead generations till disbursements , coordinating between sales team and leads, car dealers, financiers and banks for the loan proposals of the generated leads , managing MIS, Leads , Disbursements and managing team of tele callers ,motivating them to generate business for the company.

**Eagle Hunters Solutions Ltd.**

**May 09 to May11.**

**As Coordinator. Reporting to Regional Manager.**

Proficient in Coordinating with all Sales Managers, Operation Managers, Marketing & Sales Heads, Area Officers For day to day operations like daily MIS, Quotations, Business Stats, Coordinating with Clients for the Deployments, Arranging Meetings for the Sales team, Acting as one point Contact between Regional Head & All Department Heads.

**Indian School of Business Management & Administration. As Coordinator**

**April 07 to April 09**

Proficient in managing day-to-day operations, Coordinating with Thirteen branches, Supervising the performance of team members for resolving grievances and queries of clients & branches on a day-to-day basis, Managing client & branch service operations for rendering and achieving quality services. Serving as point contact between Back office, Sales Arm, Branches, & Clients, ensuring minimum TAT. Maintaining Daily MIS of Inward inventories as well as Outward inventories, Liaisoning with Several Courier Companies to Monitor the Dispatches of Clients & Branches also Maintaining the Bills of Courier Companies with in the specific allocated budget.

**Simran Int. Pvt. Ltd.**

**Dec 02 to march 07**

Handling Inbound calls, attending customer queries, Monitoring sales from order till dispatch, maintaining customer relations, generating business through Repeat sales.

**Process Today .**

**March 97 to Nov 02**

Attending customer complaints, Analyzing with management on orders in hand & pending orders, coordinating to deliver customer needs.

**Sethia Printers.**

**May 96 to Feb 97**

Handling job processing, closing deals, solving customer queries, Generating business, Maintaining Invoices, Maintaining customer profiles.

**Academic Qualifications:**

- **Diploma in Business Management**
- **Diploma in Printing Technology**
- **Bachelor of Arts**
- **Certificate of Capital Market (NSE – 2007)**

- Passed IRDA (life insurance)Exam in 2014

**Personal Information :**

<b>Date of Birth</b>	: 18 <sup>TH</sup> January 1975.
<b>Martial Status</b>	: Married
<b>Languages Known</b>	: English, Hindi, Marathi.

(Shubhangi. S. Lokre.)