

MS LAXMI SHIVPRASAD YADAV

PROFILE

- I intend to be a part of organization where I can constantly develop my technical and management skills and make the best use of them for the growth of the organization.
- A highly organized and hard-working individual looking for a responsible position to gain practical experience.
- Quick learner & highly energetic having a keen aptitude for learning and productively applying new knowledge resourcefully.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- Looking for a role where I can use my inter-personal and analytical skills to contribute towards the goal of the company while continuing to grow myself.

CONTACT

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☎ 8928093278

📍 Mumbai

LANGUAGES

English

Hindi

Marathi



WORK EXPERIENCE

ASSISTANT MANAGER

Kotak Mahindra Bank | Jan 2019 – Jul 2019

- I use to work there as Assistant Manager in Phone Banking Process in Loan department.
- My work is to approve the loans of Kotak Mahindra Bank clients by doing the K.Y.C Process.
- Along with that, I used to generate leads for other Bank accounts, Insurance and Loans.
- Solving there queries related to the bank application customer and making them familiar to use, also remind them if there is new offer is there and the customer is eligible for it.
- At Last, Preparing the Pivot table(MIS report) of approved loan of Client and send it to Higher Authority.

INTERN(SUB BROKER)

Sachi Tradeline Pvt. Ltd.(IIFL Security) | Oct 2020 – May 2021

- As Sub broker, I learn how to assist clients with investments and dealing in securities.
- I use to call on given data base and recommend them to buy this particular stocks to earn maximum profits. Helping clients to open A/c online and how to register under Broker.
- Also, learn how to Making short/long term ledger of Cash/Future/Option contract and rebalancing the amount.



EDUCATION

BACHELOR OF BUSINESS MANAGEMENT

V.K.Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, Jun 2014 – Mar 2018



PROJECT

AUDIT

- As C.A intern I learn to fill Roc (Registrars of companies) forms. TDS, Bank statements of client in Tally/Excel and maintaining balance sheet, PnL of client and many more stuff related to client database.
- During my internship, I also got practical experience how to do Audit in Bank, Gymkhana, Advisement and Pvt. Ltd. Companies.
- At last, I done with my project work by submitting my report on Audit work perform by me during time of my internship to the University.



SKILLS

Tally ERP

Excel

HTML



DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Ms Laxmi Shivprasad Yadav

Date