

CURRICULUM VITAE

MEGHA KOL

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Career Objective:

Skillful and dedicated Executive and Sales Assistant with extensive experience in the coordination, Planning and support of daily operation and administrative function. Maintains excellent written and oral communication skills, problems resolution abilities, and a high level of confidentiality interacts effectively with executives, co-workers, client, sales team, and management.

My Last Company TATA COUNSALTANCY SERVICES

As a Quality Analysts From 27 Sep 2017 to End Date 21 Sep 2019.

Client Name :- Bajaj Finserv

Last 2 years working behalf of Bajaj finance .

Area of responsibility:-

Receive details form customer for processing, Explain the product and convince the customer for take personal loan. Manage customer relationship. Achieve assigned targets with the Process transaction as per prescribed guidelines and timeliness. Update the system to reflect action being taken In case of discrepancies contact supervisor as detailed in the protocol/defined guidelines.

Operation Improvement:-

Provide suggestions to the supervisor on process improvement that can be carried out. on sign off from supervisor. Assist in process improvement initiatives.

Personal Development:-

Monitor gaps in one's own required competencies and creates a development plan vis-a-vis one's current aspiration role in discussion with the TL.

Experience:Crossbow Infortech Pvt Ltd

- As a Admin Associate

Roles & Responsibilities:

- My job responsibility is to handle the office employees details maintain old and New Employee.
- Arrange interviews with the help of HR.
- Selection the candidate as per his or her resume records.

Qualification:-

Completed my Bachelors of Business administration in the collage Dr.CV Raman University.

Personal Data :

Name : Megha kol

Father Name : Bansantlal Kol

Gender : Male

DOB : 20 Jan 1989

Nationality : Indian

Language Known: English, Hindi, Marathi,Panjabi.

Hobbies : Reading & making notes, Internet surfing.

I hereby declare that the above information is true and valid to the best of my knowledge.

Place: PUNE

Date:-

Thanks & Regards

Megha Kol

