

**Vriddhi V Degwekar** | 📞 -9819012598 | ✉ - vriddhi286d@gmail.com | DOB: 28/06/1992

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🏠 -Mahavir Vatika, Building no 22, near Tahasil Office, Sai Nagar Panvel, 410 206.

## **OBJECTIVE**

Looking forward for challenging and enriching role in the field of banking and Finance or customer service domain by enhancing my capabilities with full potential, resulting in multidimensional organization growth.

## **PROFESSIONAL EXPERIENCE**

- Company: India Roadside Assistance Pvt Ltd.  
Designation: Tele Caller  
Duration: Aug2013 to Feb 2014
- Company: HDFC Securities Pvt. Ltd.  
Designation: Tele Broker  
Duration: March 2014 to Sept 2014
- Company: Unity Small Finance Bank (erstwhile Punjab Maharashtra Co-op Bank Ltd)  
Designation: Executive  
Duration: 1<sup>st</sup> Dec 2014 to 05<sup>th</sup> Nov 2022

## **RESPONSIBILITIES**

- Handling all branch operational activities of individual branch.
- Coordinate the branch audit.
- Handling cash counter, ATM / BNA Loading unloading.
- Tallying ATM/BNA differences.
- Handling branch Petty cash.
- Handling FD , Account opening process.
- Processing of Gold Loan.
- Collecting documents for various loan processing.
- Recovery calls and handling loan entries.
- Vault / Key responsibility.
- Ensure timely compliance of customer queries.
- Authorizing teller and RM entries.
- Adhere to KYC , service quality and audit norms laid down as per bank policy.

- Technivision Engineering Services

Designation: Manager

(Admin/Account/Operations)

Duration: 07<sup>Th</sup> Nov 2022 till date.

## **RESPONSIBILITIES**

- Managing of day to day office activities.
- Contacting with customers having requirement of company product, sending quotations and taking regular follow up.
- Sending bills to customer and follow up for payments .
- Maintaining after sale service .
- Attaining to customers complaints and resolving them in minimum time.
- Coordinating and managing staff on site.
- Coordination with vendors for material and managing payment.

## **STRENGTHS**

- Good team player and Leadership skills.
- Excellent written Communication Skills.
- Comprehensive problem-solving abilities.
- Ability to work as individual as well as in group.
- Willingness to learn new techniques, team facilitator and hard worker.

## **EDUCATIONAL DETAILS**

- 2016 MBA (B+) from National Institute of Business Management
- 2013- BCOM (79.28%) from Royal College of Arts science and commerce (Mumbai University)
- 2008- SSC (84.61%) from Vidyamandir High school, Kankavli(Sindhudurga) (Maharashtra State Board

## **DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place:** Panvel

**Date:**

**Vriddhi D.**



