

Mamta Prakashlal Vaswani

§ Manjula Masulkar Flat No. 34, Behind Nav Maharashtra School Pimpri Gaon, Pune 411017, India

% motzvaswani22@gmail.com

Mobile No: - 8530579368

Dob: - 28-10-1986

Education

EXAM	NAME OF THE INSTITUTE /COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	CLASS
S.S.C.	JAI HIND SCHOOL	MAHARASHTRA	2002	2 Class
H.S.C.	JAI HIND SCHOOL	MAHARASHTRA	2004	2 Class
T.Y.B.COM	MUC College	Pune University	2008	2 Class
PGDBM HR	IIMS College	Pune University	2009-2011	1 st class

Career Objective

- Desire to source a position where I can efficiently contribute my skill and abilities for the growth of the organization and prove to be an asset for the company.
- To work with an organization providing dynamic & challenging working environment.
- To grow & excel with the organization by using all my knowledge, experience and energy to the maximum possible extent.
- Creating and sustaining in a dynamic environment that fosters development opportunities and motivates high performance amongst Team members

Professional Experience

05/06/2023-Present

Business Development Executive (Pre- sales), Automaton AI Infosystem Pvt. Ltd.

- Generate new business leads through online channels & Conduct sales calls to potential clients.
- Pitch the product offering and schedule demo with the decision makers.
- Emails campaigning and sending business proposal.
- Build and maintain strong relationships with clients
- Conduct both online and offline meetings with potential clients to Drive relationships through the funnel from prospect to qualified and closure.
- Maintain consistent contact with existing clients

02/08/2012—30/11/2022

Account Assistant, The Seva Vikas Co Operative Bank Ltd.

- Interact with customers and solve queries related A/C opening and closing (Fixed Deposits, Current A/c's, Cash Credit A/c's).
- Funds transfer with RTGS (Real Time Gross Settlement) and NEFT (National Electronics Funds Transfer).
- Make Monthly Reports.
- Look after all clearing, Punch inword &outward clearing cheques.
- Look after loan recovery of branch.
- Solving Customer's queries as required.
- To understand customer's needs and provide solution/attention to them.
- To fulfil customer requests, ensuring total customer satisfaction.

- Coordinating with Head office employees as when required.
- Scrutinizing loan application and loan documents required for loan.
- Explain about required loan documents for Personal loan, Business loan, loan against cash credit.
- Opening of term loan accounts & disbursement of loans.
- Disbursing loan after Scrutinizing and approval from loan Dept (Head office).
- Handling cash system as when required.
- Provide required information and documents of loan to Insurance team.

Skills

Business Communication	● ● ● ● ●	Analytics	● ● ● ● ●
Presentation Skills	● ● ● ● ●	Communication Skills	● ● ● ● ●
Ability to Negotiate	● ● ● ● ●	Creativity	● ● ● ● ●
Decision Making	● ● ● ● ●		

Languages

- | | | |
|-----------|---------|-----------------|
| • English | • Hindi | • Sindhi Arabic |
| • Marathi | | |

Interests

- | | | |
|-----------|--------------|---------|
| • Cooking | • Travelling | • Music |
|-----------|--------------|---------|

Declaration

I hereby declare that the above written information is true to the best of my Knowledge and belief.

Mamta Prakashlal Vaswani
Pune, / /2023