



DIKSHITA KUDALKAR

ASSISTANT MANAGER IN-CHARGE

AN INDEPENDENT AND SELF MOTIVATED WITH PROVEN SKILLS IN CUSTOMER RELATIONS.



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VASCO DA GAMA, INDIA

SKILLS

CUSTOMER RELATION

TEAM LEADER

ADAPTIVE

CREATIVE

COMMUNICATION

LANGUAGES

ENGLISH

Professional Working Proficiency

HINDI

Professional Working Proficiency

KONKANI

Professional Working Proficiency

MARATHI

Elementary Proficiency

INTERESTS

MUSIC

TRAVEL

ART

WORK EXPERIENCE

BRANCH SALES MANAGER

CAPRI GLOBAL FINANCE

03/2023 - Present

GOA

Tasks

- RESPONSIBLE FOR OVERALL BUSINESS OF THE BRANCH.
- TEAM MOTIVATION, BUILDING CUSTOMER RELATIONS.

ASSISTANT MANAGER INCHARGE

MUTHOOT FINANCE LTD

06/2021 - 12/2022

GOA

Tasks

- OVERALL BRANCH OPERATIONS & PROFITABILITY OF THE BRANCH.
- RESPONSIBLE FOR TEAM LEADING. GETTING ALL THE TASK DONE IN THE GIVEN TIME.
- MOTIVATE AND WORK ALONG WITH BRANCH TEAM TO ACHIEVE BRANCH SET TARGETS.
- BUILDING CUSTOMER RELATIONS.

JUNIOR RELATIONSHIP EXECUTIVE

MUTHOOT FINANCE LTD

10/2017 - 05/2021

GOA

Tasks

- CUSTOMER SERVICE, ACCOUNTING, BOOK KEEPING, FILING.
- APPRAISER OF GOLD, CASHIER. RESPONSIBLE FOR ALL BRANCH TRANSACTIONS.

ACCOUNTS EXECUTIVE

BLOOM SYSTEMS

03/2017 - 09/2017

GOA

Tasks

- MANUAL BOOK KEEPING, HANDLING INCOMING CASH, BANK RELATED TRANSACTIONS.
- PROFIT & LOSS ACCOUNT.

WORKSHOP/ SEMINAR

WORKSHOP ON STEPPING TO THE CORPORATE WORLD BY XPLORE CONSULTANCY SERVICES.

DIGITAL MARKETING WORKSHOP BY MILE.

MANAGEMENT DEVELOPMENT PROGRAMME ON CONTEMPORARY HUMAN RESOURCE MANAGEMENT BY MSME.

INDUSTRY SHOWCASE STATE LEVEL SEMINAR.

COMPLETED PERSONALITY DEVELOPMENT AND PUBLIC SPEAKING TRAINING.

EDUCATION

BACHELOR IN COMMERCE

M.E.S COLLEGE OF ARTS AND COMMERCE

06/2013 - 05/2016

GOA

Courses

- ACCOUNTING