

CURRICULUM VITAE

VINOD RAMKISAN BODAKHE

Address for Communication:-

Vinod R Bodakhe
At/Post: Kharadgaon, Tal : Shevgaon,
Dist : Ahmednagar – 414502
H. P. ☐, + 91 9730414932 (A,Nagar)
Email: vinodbodakhe1@gmail.com



EDUCATION

Examination passed	Year of passing	C.G.P.A	Percentage	Board / University
BCA	2014	-	59.00%	TILAK UNIVERSITY
12 th	2009	-	61.50%	PUNE
10 th	2007	-	78.00%	PUNE



OBJECTIVES

Sincere, desire to work and eager to Contribute with my full potential to the growth and development of an organization/company/firm. And successful scientific carrier in a renowned leading research institution that utilizes my inherent qualities and acquires capabilities for the advancement of the science and at the same time fosters my growth, both professional and personal.



STRENGTH

PROFESSIONAL SKILLS

Interpersonal skills.
Analytical and Problem-solving skills
Presentation skills
Management skills: Plan, Organize, Communicate & Control

BEHAVIOURAL QUALITIES

Clear values and Positive attitude
Resourceful and Dependable
Co-operative and Adaptable
Desire to grow, develop and achieve



JOB RESPONSIBILITY

1. Allocations of manpower and responsible for smooth working with Team.
2. Responsible for all personal management activities, Documentation & maintain staff for regular working.
3. Responsible for the changeover the product div. And work order specification.
4. Responsible for the adequacy and housekeeping during the shift.
5. Great success to maintain the overall plan handling & machine handling
6. Responsible for the documentation required to the Quality Management System
7. To knowing recruitment, selection & training of new employee.

WORKING EXPERIENCE IN BANKING
ICICI BANK- 7 JUNE 2015 TO 15 SEP 2018
AXIS BANK- 01 OCT 2018 TO 10 DEC 2019
L & T FINANCE LTD- 5 JAN 2020 TO 01 AUG 2021

PRESENTLY WORKING IN HDFC BANK LTD. AT SHEVGAON.

DATE 1 AUG.2021 TO TILL DATE

As a SALES OFFICER
On Role,

Working as the ICICI Bank Ltd group on the Banking & service, providing the Banking facility & various loan to all sector with verifying & assessing the customer for maintaining the quality & standard of the bank. I have doing that job now IN AXIS BANK .

Allocation of manpower & Responsible for smooth functioning of location with providing good & satisfactory service to the customer, Providing training to all employees & management of the employees for given proper guideline or information to customer of easy understanding approaching towards our bank for better service.

Handling the banking operation related work & manage the all type of customer for providing various sector leads to increasing the bank income.

Providing the services related social , technical & banking facility to the customer. Manage the all portfolio with making good relation to customer.

To become best person, good planner & controller in an organization. Industries/Organizations.



EXTRA CURRICULAR ACTIVITIES AND INTERESTS

To innovate new ideas, Surfing the net, Reading, Interests in Cricket and Current Affairs.



COMPUTER PROFICIENCY

MS-Office, Internet



PERSONAL

Date of Birth : 05th June, 1992
Languages Known : English, Hindi, Marathi
Nationality : Indian
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DECLARATION

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

Place: Ahmednagar

Yours faithfully

Date: / / 2018

Vinod Bodakhe