

NEHA TABASSUM

No 16, 7th Cross kuppaswamy
layout Nagawara Main Road
Bangalore - 500045

9663478976

Nehatabassum80733@gmail.com

OBJECTIVE

Highly motivated and results-oriented professional with a strong background as a (GA) Gold Appriaser. Proven track record of driving revenue growth of the organization. Seeking a challenging position where I can leverage my expertise to contribute to the success of an organization.

Graduate

- B COM – St. Xavier Degree College - 2019
- PUC – Roshini Independent pu College - 2016

KEY SKILLS —

- Computer Operations
- Excel & Power Point
- CRM Rectification
- KYC Verifications
- PowerPoint Presentation
- Tally ERP 9

LINGUISTICS

- English
- Kannada
- Tamil
- Hindi

EXPERIENCE

2022 (November) - Till date working as a (GA) Gold Appriaser in (IIFL)

- Resolving Customers Queries
- Acquiring of new customer (NCA)
- Lead creation for gold loans & verifying of documents (KYC)
- Promoting of gold loan & Marketing activities
- Handling of Cash in the branch, Appraising of gold
- Achieving of given gold loan targets on time
- Providing customers loan@home service

2021 (April) – 1year 7 months as (CCE) in IIFL

- Customer support
- Rectifying customer issues
- Preparing & Sending of MIS on Time

ADDITIONAL COURSE:

Tally ERP 9