

PROFILE INFO

I work to hold a position of responsibility in an organisation with an opportunity for self development as well as the organisation also. I would like to have the liberty of offering my services to your

MY SKILLS & EXPERTISE

WORK EXPERIENCE

Providing customer services and solving queries.

Handling cash counter. Cross selling of products like Accounts, Gold loan, General Insurance.

Handling loans Samooch Loan, Personal Loan, Agriculture Loan and so on.

HANDLING GOLD OFFICE WORK - Proactively solicited new residential mortgage business and sold mortgage gold to meet established goals.

Responsible for obtaining and preparing loan documents, credit documents and appraisal needed to complete loan files.

Maintaining and uploading records and files for processing of each loan.

Performed administrative tasks for loan officer as needed.

Working as a chartered accountant trainee for 2 Years. Executed return filling, GST return filling, Company visit and audit.

Providing customer services and solving queries.

Selling product like, Personal Loan, Business loan, home loans, Health insurance, Life insurance.

JANA SMALL FINANCE BANK

Grade: Teller

SPJV & COMPANY

Grade: Accounting Training & Audit

SERVIQ Enterprises

Grade: Office Assistant

2021 to Present

2014 - 2016

2018 - 2021

Making a positive difference to organisation

D.O.B-15/05/1992