# Sailee Uday Patade

B-105 , Divyal heights , 90ft road opposite deshmukh farms , virar east 401305 Contact No:8657234291

Email id : [saileepatade04@gmail.com](mailto:saileepatade04@gmail.com)

# CAREER OBJECTIVE :

To contribute to the financial growth of the organization allowing me to utilize my skills in a profile that gives job satisfaction, sense of achievement and enhances growth

# EDUCATIONAL QUALIFICATION :

**2018-2019:** University of Mumbai

St.Andrew's College (Bandra) SEM V: B grade

SEM VI: B grade

**2017-2018:** University of Mumbai

St.Andrew’s College (Bandra) SEM lll: B+ grade

SEM lV: B grade

**2016-2017**: University of Mumbai

St.Andrew’s College (Bandra)

FY.BBI (Bachelor of Banking And Insurance) SEM l: C grade

SEM ll: D grade

**2015-2016**: Maharashtra State Board,India

G.P.M College (Vile Parle)

H.S.C Board of Education Percentage : 65%

**2013-2014:** Maharashtra State Board, India

S.S.C Board of Education

Saraswati Mandir High School (Mahim) Percentage : 60%

Certification course:

PROBE: Professional Banking Executive.

**PROFESSIONAL SUMMARY:**

My aim is to gain knowledge and to understand the corporate work culture to the core, and to take my technological and analytical skills to the next level. I am always eager to update my job skills, which will tune my personality, enhance self-development and help me to be a better human.

I am looking for a change in profile enhance my knowledge further.

# WORK EXPERIENCE:

* BRANCH SERVICE OFFICER 29/10/2019 to 07/04/2023

**Kotak Mahindra Bank,**Mumbai

* + Handling customer and solving there queries efficiently
  + Handling of custodianship/keys of inventory and cash
  + Taking responsibilities and ensure results
  + Handling customer request and processing them on time
  + Doing daily operations followed by over the counter and managing inventory and cash for the branch as well as cross selling the products simultaneously
  + Interacting with various products
  + Making comprehensive relation with the customer with the help of calls and visits then monthly

**COMPUTER PROFICIENCY :**

* Basic Knowledge of Computers
* MS-CIT
* Diploma in Office Automation
* Computerized Accounting (Tally ERP 9)
* MS Office
* Coral Draw And Photoshop

# PERSONAL QUALITIES :

* Result Oriented
* Hard working and Sincere, Good Moral character
* Good Networking Capability
* Good Communication skills And Coordination

# PERSONAL DETAILS :j

* **Name:** Sailee Uday Patade
* **Date Of Birth:** 19th April, 1998
* **Marital Status:** Married
* **Nationality:** Indian
* **Residence Address:** B-105 , divyal heights , 90ft road , opposite deshmukh farms , virar east 401305
* **Languages** : English, Marathi and Hindi.
* **Contact No** : (M) +91-9082356753/8657234291
* **Email id** [:saileepatade04@gmail.com](mailto:saileepatade04@gmail.com)

**Place :** Mumbai**. Date :**

**Yours faithfully, Sailee Uday Patade**