**SMITA TANDEL**

**9920657854**

**smitatandel88@gmail.com**

**CAREER OBJECTIVE**

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| To seek a challenging career in an organization with strong commitment towards innovation. To work in a productive environment in which I can utilize my skills, and develop my future career. |

**EMPLOYMENT HISTORY - 7.1yrs Total Experience**

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| Company | **India Infoline Ltd.** |
| Designation | Tele Marketing Executive |
| Duration | 06-January-2016 - Till Date |
| Job Profile | * Calling Clients. * Generating leads for agreed customers to take Demat Account,Reality Investment,Mutual Fund & Insurance. |

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| Company | **Standard Chartered Finance Limited** |
| Designation | Tele Marketing Executive |
| Duration | 25-June-2012 - 27-May-2015 |
| Job Profile | * Calling customers. * Generating leads for agreed customers to take personal loan Followed by cibil check. * Collecting the documents * Providing Personal loan & Insurance to the customers. |

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| Company | **HBL Global Pvt. Ltd** |
| Designation | Tele - Sales Executive |
| Duration | 30-Aug-2011 - 18 June-2012 |
| Job Profile | * Co-ordinating with the customers * Solving their queries * Cross selling of Car Loan |

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| Company | **Digital Alchemy India Pvt. Ltd.** |
| Designation | Back -Office Executive |
| Duration | 21-Sep-2006 - 31-July-2009 |
| Job Profile | * Handled national as well as international clients like PACIFIC HOSPITAL OF LONG BEACH, LONG BEACH PAIN CENTRE, ANESTHESIA SPECIALIST & CHINO VALLEY MEDICAL CENTRE * Interacting with the clients of U.S.A * Filling the U.S.A report * Faxing the documents to the insurance company * Do internet research work related to the clients requirements * Data entry, filing the documents and maintaining records. * Preparing reports & drafting letters. |

**EDUCATIONAL QUALIFICATION**

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| University | Mumbai |
| Qualification | Bachelor of Commerce |
| Completed | 2008 |

**PERSONAL DETAILS**

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| Address | 16B/694 M.H.B Colony, S. L. Raheja Marg, Mahim (West)  Mumbai -400 016 |
| Date of Birth | 16th March 1988 |
| Marital Status | Single |

**COMPUTER QUALIFICATION**

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| * MS-Office 2007, Basic Computer Application like WORD,   EXCEL, POWER POINT & INTERNET.   * Tally 9.0 Basic |