

Sangeeta Sharma

Legal

Manteca, CA - Email me on Indeed: [indeed.com/r/Sangeeta-Sharma/32113fcb32af7801](https://www.indeed.com/r/Sangeeta-Sharma/32113fcb32af7801)

Motivated, Talented, Enthusiastic, Bilingual JD, Former Pinnacle Award Winning Bank Manager. Driven to build on an outstanding reputation by assisting clients with legal issues and provide excellent mediation/ legal services. That will offer personal service and sound guidance that can be trust.

Highlights:

Client-focused

Excellent-work ethic

Excellent- communication skills

Reliable

People-oriented

Excellent time management skills

Excels in team leadership

Strong interpersonal skills

Strong knowledge of, Alternative Dispute Resolution, Business Law, Tort Law, Criminal Law, Civil Law, Constitutional Law, Contracts Law, Legal Research, And Legal Writing.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

US Bank Manager

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February 2000 to June 2008

Maximized company revenue by Business Development. Exceeded targeted sales goals by 50% .Managed budget forecasting/ reducing expenses by 20%. Goal setting/effectively increasing revenue by 25%. Recruited new employees/ customer retention and reducing cost by 10%. Complied with company policies and government regulations/ excellent audit results. Coordinated special update and conversion projects/ increasing compliance efficiency.

Bank Officer

Eureka Bank - Danville, CA -

January 1998 to December 1999

Effectively managed top100 client relationships. Provided expert financial advice on mortgage servicer's .Developed client base through networking, seminars and marketing. Developed standard operating procedures.

EDUCATION

JD

Taft University - Santa Ana, CA

2016

Bachelors in Accounting

University of South Pacific

1993