



PRANALI KADAM

PROFILE

I am an experienced Administrative Officer with a proven track record of delivering efficient, cost-effective services to employers. I have a knack for streamlining processes and procedures, as well as excellent communication and problem-solving skills. My expertise in data entry, document management, and customer service has enabled me to successfully support a variety of organizational needs.

CONTACT

Phone :- 8451916077

Email :

pranalikadam1012@gmail.com

Skills

- MS-CIT Passed with 75 %
- Typing Speed English [30@w.p.m](https://www.youtube.com/watch?v=30@w.p.m)
- Marathi30 @ w.p.m
- MS EXCEL
- MS WORD

Skills & Abilities

(Communication, Problem solving, Organization and time management, Teamwork)

Languages - Marathi, Hindi, English

EDUCATION

SSC From Adya Krantiveer Vasudeo Balwant Phadake School
New Panvel With 61.30 % In Maharashtra Board

HSC From Mahatma International School New Panvel With
60.46% In Maharashtra Board

B-Com From Changu Kana Thakur Jr. College Panvel With 6,14
CGPI Mumbai University

WORK EXPERIENCE

EAK Automobile Pvt.Ltd (**MIS Executive**)
Oct 2020 to Dec 2022

- Customer Booking Login & Retail
- Track Logistics Status Of Vehicle
- Make MIS Related To Stock
- Order Of Vehicle From Hyundai
- Daily & Monthly Report Making
- Keep Sales Record
- RAS Punching
- Extended Warranty Submit

ICICI Bank (**Senior Relationship Manager**)
Dec 2022 to May 2023

- Building and maintaining strong relationships with prospective and existing clients.
- Researching and pursuing new business opportunities.
- Identifying clients' needs and requirements and proposing suitable solutions.
- Providing clients with comprehensive product/service consultations and guiding their decision-making process.
- Upselling and cross-selling products/services to clients.
- Resolving complaints and issues efficiently and in a timely manner.
- Meeting sales/revenue targets.
- Ensuring client satisfaction

DCB Bank (**Assistant Manager 2**)
Aug 2023 to Nov 2023

- Branch Banking
- Building and maintaining strong relationships with prospective and existing clients.
- Researching and pursuing new business opportunities.
- Identifying clients' needs and requirements and proposing suitable solutions.
- Providing clients with comprehensive product/service consultations and guiding their decision-making process.
- Upselling and cross-selling products/services to clients.

- Resolving complaints and issues efficiently and in a timely manner.
- Meeting sales/revenue targets.
- Ensuring client satisfaction

PS landscape Design and ecology (**Administration Officer**)
Nov 2023 to Present

- Organize team events.
- Detail-oriented and capable to prioritize various assignments.
- Manage general departmental administrative activities.
- Handle printing and collating work.
- Handle phone calls and convey important messages on time, every time.
- Maintain confidentiality with crucial data of the organization.
- Provide support to new recruits with facilities and necessary assets.
- Update accounts receivable database with new accounts or missed payments.
- Ensure all clients remain informed on their outstanding debts and deadlines.

(Declaration)

I hereby declare that above mention information is true by my knowledge. I bear responsibilities for the correction of the above mention particulars.

Date: -

Signature
Pranali Pralhad Kadam