

Tasin Badi



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To work in a challenging environment that utilizes my skills, ability and learning new technology. I can grow along with the organization with greater responsibility and willingness to explore my knowledge.

Education Qualification

- | | |
|---|-------------------------------------|
| ❖ Master of Business Administration
Welingkar Institute of Management
Matunga Mumbai | Pursuing |
| ❖ Bachelor of Commerce
H.N Shukla College of IT & Management
Rajkot, Gujarat | Graduated, March'14
Marks 66% |
| ❖ CS Foundation
Institute of Company Secretaries of India
New Delhi. | Completed, December'13
Marks 54% |
| ❖ 12th
GSESE Board
Gandhinagar, Gujarat. | Completed, March'11
Marks 64% |

Work Experience

Senior Marketing Executive

Wellcare Ceramica, Morbi

April'20 to Still date

- Welcomes customers by greeting them; offering them assistance and Directs customers by escorting them to the counters; suggesting items.
- Advises customers by providing information on products and Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Identifies business opportunities by identifying prospects and evaluating their positions in the industry; researching and analyzing sales options, and Sells products by establishing contact and developing relationships with prospects; recommending solutions and Good track record of handling high volume business is essential.
- Prepares reports by collecting, analyzing and summarizing information and Maintains quality service by establishing and enforcing organization standards and Contributes to team effort by accomplishing related results as needed.

Internal Audit Executive

JHS & Associates, Mumbai

March'18 to April'19

- **Procurement Audit**
 - Performing audit procedures including developing testing criteria, reviewing and analysing evidence and documenting hospital processes and procedures.
 - Identifying and documenting audit issues and recommendations using independent judgment concerning areas being reviewed. Identifying and evaluating key risks and contributing to establishing audit scope.
 - Discussion with top management on audit and internal control matters and Develop audit recommendations and presentation of specific audit findings.
 - Documented work done and highlighting internal control weaknesses noted. Participated in the discussion of audit findings with staff that performs the function activities audited and obtain their comments.
 - Prepared a draft reports expressing opinions on the adequacy and effectiveness of systems reviewed and the efficiency with which activities are carried out.
- **Housing Finance Audit**
 - Ensure that loans granted to only eligible customers as per the company scheme /policy/norms and Ensure that period of repayment, Rate of interest and loan amount sanctioned is as per policy and Ensure that necessary documents to be collected as per company norms for granting loans are in place.

- Verifying the loan sanctioned amount and ensuring that monthly EMI amounts to be collected from customers are regularly collected on time, and the EMI amount are as per the amounts agreed to be collected as per agreements, In case the documents were not in place ensure that necessary approval is made in such case, In case no approval was found queries to concerned branches was raised,
- Ensure that queries raised to the concerned branch are resolved in time, Ensuring that the company is following the Directions, guidelines, rules, regulations, circulars and orders issued by the competent authority of NHB from time to time.
- Communicated with the management regarding plans and performing audit reviews Increased the reliability of the reports by conducting double audits and Implemented standardized procedure for control audits to be uniformly observed.

Associate Field Coordinator

Home Credit India Finance, Mumbai

December'16 to January'18

- Preparing daily workloads for staff & coordinating the daily allocation of work,
- Coordinating with customer and field executive and Dealing with and resolving problems and issues which arises Monitoring & reporting on standards & Performance targets and providing prompt and accurate information on individual performance of field executive.
- Researched and resolved dispute cases to prevent operating losses, Provided exceptional customer service focusing on resolving an issue the first time in a courteous, professional and knowledgeable manner.
- Mentoring and training up junior and new staff and assisted manager with addressing and resolving questions from team members Coordinated directly with the executive office and department of compliance regarding customer dispute.

Personal Details

- Date of Birth : 06-April-1993
- Nationality : Indian
- Marital Status : Single
- Gender : Male
- Languages known : English, Gujarati, Hindi
- Native : Wankaner, Rajkot

- Reference, if required will be furnished upon request.