

RESUME

NAME: SANCHITA SUDHIR UTEKAR

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Career Objective

To make a positive impact in my field of activity leading to organization growth by creative application of my value based convictions and professional divinity by putting my all efforts in the work assigned to me in organization where I can grow along with the organization.

Educational Qualifications

Class	Month & Year	Board / University / Institute	College / School	Percentage/ Grade Obtained
B.COM	April 2017	Mumbai University	S.I.E.S. College of Commerce and Economics.	A Grade
H.S.C.	March 2014	Maharashtra State Board	K.J. Somaiya College Of Arts And Commerce	82.46%
S.S.C.	March 2012	Maharashtra State Board	General Education Academy	85.45%

Work Profile

Company Name – HDFC Ltd.

Designation – Front and Back end Executive

Duration – From 1st March 2018 to till date.

Key Responsibilities –

- Handling Quality assurance activities.

- Works on MS Excel and give remarks and mail to the other department or employee for any error.
- Coordinating between the branches and departments and solving their queries
- Sending mails and taking follow ups
- Maintaining daily and weekly report
- Respond promptly to Customer queries, handle their complaints and provide appropriate solutions and alternatives within the time limits.
- Data entry.

Internship –

Company Name - Dun & Bradstreet, Mumbai

Designation – Intern

Duration – 4th September 2017 to 28th February 2018 (6 Months)

Responsibilities –

- Credit Rating
- Analysis of Financial Statements and other Legal Documents of the Clients.
- Providing information to the clients regarding the set criteria of their financial needs.
- Updating the financials of the corporate clients in our database.

Personal Qualities

- Quick learner
- Good communication skills
- Optimistic and enthusiastic
- The ability to work in team
- Able to achieve immediate and long term goals

Technical Skills

- MS Excel
- MS Word
- TALLY

Achievements

- Elementary
- Intermediate
- Scholarship

Personal Details

Date of Birth: 26/02/1996

Languages known: English, Hindi, Marathi.

Age: 22

Hobbies: Sketching, Travelling and Reading.

Residential Address – A304, A wing, Ruparel Garden CHS, opp. Haware Centurion Mall, Sector 23, Seawoods (East), Navi Mumbai – 400706

I hope you will consider my application and if you feel that my background qualifies me for a position with your firm, I shall appreciate a personal interview at your convenience.

Thank You!