

Ipsita Dash

Current Location- Bhubaneswar

Mobile: +91- 6370402252 / 9777674170

E-mail Id: dashipsita456@gmail.com

SUMMARY:

- A highly disciplined and versatile professional, seeking challenging environment wherein my analytical and professional skills can be best utilized towards achieving organizational goals.
- 6 Months of Banking experience in Credit Card.

PROFESSIONAL SUMMARY:

- Organized and analytical in all work to avoid mistakes
- Excellent data entry and invoicing skills
- Great sales and customer service skills in person or over the phone
- Understanding of accounting procedures
- Exceptional writing skills

EDUCATIONAL QUALIFICATIONS:

- BSc from Dharmasala Mahavidyalay in 2018.
- 12th from HI-Tech+2 Science College, Jajpur in 2015.
- 10th from Ishaneswar High School, Rajendrapur in 2013.

PROJECTS AND EXPERIENCE:

- Process credit card applications for new customers setting credit limits and terms of service according to customer credit and background
- Review invoices both paid and outstanding and record them for future reference
- Investigate customer spending trends to ensure security and catch possible signs of fraud or loss of card
- Visit different corporate companies and businesses to convince them to use our services for their credit card transactions
- Assist customers in signing up for a paperless account having invoices sent through email and paid online whenever possible
- Perform sales calls to potential credit card customers encouraging them to sign up for our services

SKILLS:

- **Technical Skills:** Processing Cards, Gathering Client Data, Creating Leads
- **Soft Skills:** Interpersonal Skills, Collaboration, Active Listening

Personal Profile:

- Date Of Birth : 20th June 1998
- Gender : Female
- Marital Status : Single
- Nationality : Indian
- Blood Group : O +ve
- Languages : English, Odia, Hindi
- Permanent Address : Vill+Post- Rajendrapur, PS- Kuakhia, Dist- Jajpur, 755009

Declaration:

I here by declaring that the above written particulars are true to the best of my knowledge.

Place: Bhubaneswar

Yours Faithfully

Date:

Ipsita Dash