

# **CURRICULUM VITAE**

## **VIJAYMALA KAILAS SAWALKAR**

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### **CAREER OBJECTIVE:**

To work with a progressive organization where I cause my abilities and be instrumental for growth and expansion of the organization through my experience& knowledge.

### **PROFESSIONALWORK EXPERINCE:** ( 3 Year )

- 1) Presently working with M/s TATA Business Support Services from Nov 2016 to till date and Designated as Customer Service Associate

#### *Job Responsibilities:*

- Handling Personal Loan
  - Checking details as per Credit prospective
  - Checking all documents
- 2) Worked with DAKC for 1year as CSE
  - 3) Worked with ICICI for 1 year as a PBO / Sales

### **ACADEMIC QUALIFICATION:**

Exam	Board/ University	Year of Passing	% of Marks	Division
SSC	Maharashtra board	2006	64.26	2 <sup>nd</sup>
HSC	Maharashtra board	2008	56.83	2 <sup>nd</sup>
BCA	S.R.T.U	2011	65.50	1 <sup>st</sup>

### **EXTRA QUALIFICATION:**

- Computer Knowledge :- MS-CIT, Ms-Office , INTERNET
- White Belt certified in 6 SIGMA

### **ACHIEVEMENTS:**

- Got award twice for best performer at ICICI

### **HOBBIES & SOCIAL WORKS:**

- Listening to music, Reading Newspaper.

### **PERSONAL STRENGTH:**

- Confidence, hard working , Inquisitiveness to acquire knowledge, adaptability to any environment.
- Adaptability, Team Building, Quick Learning Ability, Flexibility, Logical and Analytical skill test.

### **PERSONAL DETAILS:**

- **Name** : Vijaymala Kailas Sawalkar
- **Date of Birth** : 2<sup>nd</sup> Sept 1990
- **Nationality** : Indian
- **Marital Status** : Married
- **Gender** : Female
- **Languages Known** : English, Hindi & Marathi
- **Permanent Address** : Matang Rushi Nagar, Chawl No.10, room no.02,  
Mankhurd, Mumbai-400043

**DECLARATION:** I do hereby declare that all the statements made in the resume are true and correct to the best of my knowledge and belief.

**Date**

**Place: Mumbai**

**Signature**

Vijaymala Sawalkar