

TANDEL MINAKSHI HIRAMAN

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OBJECTIVE: -Looking forward to work with an organization which offers a challenging opportunity to utilize my knowledge, skills and experience towards achieving the organizational goals.

Work Experience:-

- 1) Company Name: - SHREE NANA VEKHANDE BIGAR GRAMIN SAHKARI PATSANSTHA MARYADIT KASU**
Designation: - Operations Manager
Period: - Mar 2021 to till date (2 Years 2 months)

Job Responsibilities:-

- Promoting and marketing the branch and its products.
 - Meeting with customers and resolving any problems or complaints.
 - Ensuring there's a high level of customer service.
 - Monitoring sales targets.
 - Oversee operational functions and find out the solutions to those operational issues.
 - Plan and lead the collection of accounting and financial information and prepare reports, budgets and statutory returns.
 - Present budget proposals to governing bodies, plan the most effective use of resources and financing of capital expenditure and perform interpretation of business performance and funding.
- 2) Company Name: - SBI CAP SECURITIES LTD.**
Designation: - icap securities ltd. Retail officer
Period: - June 2021 to Apr 2022 (10 months)
 - 3) Company name: - SBI CARD LTD.**
Designation: - Branch Relationship executive
Period: - May 2017 to Jan 2021 (3 Years 8 months)

Job Responsibilities:-

- To build and maintain relationships with clients and customers.
- Work with clients to solve their business or technical challenges and help them with sales opportunities.
- Focus on customer service, developing sales plans based on customer needs and working to meet customers' needs.
- Work quickly to address and resolve the issues of customers and notify them about the new sales and cross selling opportunities and also encourage high sales and good customer service practices.
- Create and enforce plans which help to meet the needs of customers and build long term relationships with clients and customers.

Skill Sets:-

- Analytical skills and thinking.
- Thorough knowledge of banking products, rules and processes.
- Great sales and negotiation skills.
- Ability to manage teams.
- Strong written and verbal communication.
- And the ability to ensure compliance and quality of service even under stressful or strenuous work conditions.
- Typing, Tally, Advance Excel.
- GST, CAA (Certified Course In Accounts)

Achievements:-

- Upgradation of financial institute From Grade B to Grade A.
- Two times **Best sales Award winner.**
- Successful Govt. Audit with No compliance.
- Consistent growth in Profit.
- Attracting large no of new Customers and Stakeholders.

EDUCATION DETAILS:-

CLASS	YEAR	% MARKS	UNIVERSITY/BOARD	COLLEGE NAME
PGDBA IN HR	2020- Till date	A Grade (first year)	M.I.T. College.	WORLD PEA UNIVERSITY, PUNE
B.COM	2016-19	45	Yashwantrao Chavan Open University	Yashwantrao Chavan Open University
XII th (H.S.E.)	2014-16	46	Yashwantrao Chavan Open University	Yashwantrao Chavan Open University

TRAININGS ATTENDED:-

- ❖ One Day training on “**Product Knowledge and sale**” held at **Vashi, Navi Mumbai.**
- ❖ Online training programs and seminars organized by SBI CARD and SBI CAPITAL LTD.

PERSONAL DETAILS:-

FATHERS NAME	Tandel Hiranman Dattatray
DATE OF BIRTH	18 th July 1996
LANGUAGES KNOWN	1) Marathi (Mother tongue) 2) Hindi 3) English
HOBBIES	Arts And Handcrafts, Painting, Reading, pets, Dancing
PERMANENT ADDRESS	Khalachi Aali near Mumbai Goa Highway, Kasu TAL: Pen, DISTRICT: Raigad, Maharashtra -India-402107.
GENDER	FEMALE.
MARITAL STATUS	SINGLE.

DECLARATION:-

I hereby declare that the information provided above is true to the best of my knowledge and belief

Place: -

Date: -

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