

RESUME

NAME: KARTIK RAJESH BIDKAR

Add: 13/2 Nana peth, behind doke talim, laxmi road, pune -411002.

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EDUCATIONAL QUALIFICATION

CLASS COURSE	YEAR	BOARD / UNIVERSITY	PERCENTAGE / CLASS
S.S.C	2015	PUNE	FIRST CLASS
H.S.C	2017	PUNE	FIRST CLASS
B.COM	2021	PUNE	STUDY IN LAST YEAR

OTHER COUSES:

- 1) MS-CIT
- 2) TALLY ERP 9

WORK EXPERIENCE

COMPANY PROFILE 1

- **POSITION :- SALES EXECUTIVE**
- **LOCATION: - AT BAJAJ FINSERV LTD PUNE.**
- **JOB ROLL: - FINANCER / COORDINATE CUSTOMER / CUSTOMER CLEARANCE / DOCUMENTATION / PREPARING INVOICE**
- **TIME PERIOD :- SEPT 2017 TO OCT 2018**

COMPANY PROFILE 2

- **POSITION :- PERSONAL LOAN DEPARTMENT (EMI COLLECTION)**
- **LOCATION: - BAJAJ FINANCE . LTD. PUNE**
- **JOB ROLL :- COLLECT DOCUMENTATION / COLLECTION EMI / CO-ORDINATION WITH CLIENTS / CUSTOM CLEARANCE / DAY TO DAY FOLLOW UP.**
- **TIME PERIOD :- FEB 2019 TILL DATE**

AREA OF EXPERTISE

Total Experience 3 Year in Sales Executive / Finance field.

Handled customer's inquiries and resolved customer's complain.

Checked the customs broker's invoices for accuracy.

Maintained customs recordkeeping system.

Ensured customers documents are completed correctly.

Maintained strong lines of communication with both internal departments and external clients.

PERSONAL INFORMATION

D.O.B : 22/02/2000

Gender : male

Marital Status : Unmarried

Nationality : Indian

Hobbies : Hardworking, Listening Music, Playing Cricket

Languages Known: English, Hindi & Marathi.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge & recognized by the university.



(KARTIK BIDKAR)

PUNE

