

Varsha Arun Kadam

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CURRICULUM VITAE

➤ OBJECTIVE:-

To associate with an organisation where my skills and abilities aids in organizational excellence which will help me for personal and professional growth.

➤ EDUCATION:- BCOM(BANKING AND INSURANCE)

Qualification	Board/University	Institution	Percentage	Year of passing
Graduate in BBI	University Of Mumbai	K.J Somaiya college	57.68%	2016
HSC	Maharashtra State Board Of Secondary and Higher Secondary	Sanatan Dharam Vidyalaya	74.17%	2013
SSC	Maharashtra State Board Of Secondary and Higher Secondary	St.Sebastian's High School	72.36%	2011

➤ **EXPERIENCE:-**

Currently working as Business Development Executive with Ufaber Edutech Pvt Ltd from May 2020

Worked as center manager at Health Total by Anjali Mukerje from August 2019 to September 2019

1.8 years of experience with VLCC Healthcare Ltd as a Guest Reation Executive (GRE) and 4 months as Sales Head from July 2017 to July 2019.

1. Sales includes cross selling, upselling, direct sales and telesales.
2. Handling reception.
3. Greeting Clients and Visitors.
4. Maintaining records of daily expenses and making bills.
5. Handling Customer queries and complaints.
6. Coordinating and managing outhouse events and promotional activities.

7 months of experience as Front Desk Executive in Goldstar Group from 25th July 2016 to 6th March 2017 (Full Time).

Handle the reception like attending calls, transferring it to the concern person.

Greeting Clients and Visitors.

Looking after the courier activity.

Coordinating with the designer through calls and mails.

Regular follow ups with Clients for pending C-Form through mails.

Preparing reports and presentations.

1 year of experience as Front Desk Executive in Tirupati Courier Service from June 2014 to June 2015 (Part Time).

Handle the reception and the walk in customers.

Apart from that I also use to do data entry..

➤ **PROFESSIONAL SKILLS:-**

Communication Skills, Presentation Skills, Team Building, Organizational Behaviour, Time Management.

➤ **EXTRA-CURRICULAR ACTIVITIES:-**

Worked on Mumbai University Project on the Topic of “Regional Rural Banks in India with reference to SBI, UCO, SYNDICATE & DENA Bank” in November 2015 and “Bancassurance” in March 2016.

➤ **PERSONAL DETAILS**

Name : Varsha Arun Kadam.
Date of Birth : 15th April 1994.
Gender : Female.
Nationality : Indian.
Languages Known : English, Hindi and Marathi.

➤ **DECLARATION**

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

Date:

Place: Mumbai

(Varsha Kadam)