

CURRICULUM VITAE

POST APPLIED FOR : ADMIN OFFICER

PERSONAL PROFILE:

Mr. DHIRAL TANGDE.

Email:

Donear61326@gmail.com

Contact: -

Mobile : 08690208040

Residence : 08000065989

Present Address:

DHIRAL TANGDE
ROOM NO- 518
AT/POST- CHALTHAN
TAL-PALSANA
DIST-SURAT
PIN 394305

PERMANENT ADDRESS

DHIRAL TANGDE,
ROOM NO- 518
AT/POST- CHALTHAN
TAL-PALSANA
DIST-SURAT
PIN 3949065

Passport Details:

Number : S2628529

Place of issue : SURAT

Date of issue : 26.06.2018

Date of Expiry : 25.06.2028

CARRIER OBJECTIVE:

- Seeking a challenging position in a progressive and expanding organization where my qualifications, experience, training and good work habits will be an asset to the company.

SUMMARY:

- A self-motivated hard working, individual with plenty of goals, willing to work under pressure.
- Excellent communicator and determined. Able to work long unsociable hours in arduous and hostile conditions.
- Flexible and able to think on his feet, used to liaising with people from all backgrounds and cultures.

EXPERIENCE :

DIL

Worked in **DONEAR INDUSTRIES LIMITED**. As a (**Computer Operator**) Frome 15/02/2015 To 23/04/2016

BAL

Worked in **BHARTI AIRTEL LIMITED**. As a (**Sales Officer**) Frome 30/04/2016 To 02/05/2017

DGSL

Working in **DATAMATICS GLOBAL SERVICE LIMITED** Deputed at. **ICICI BANK** Head Office UDHNA,SURAT (**Senior Officer**) from 08/05/2017 to Till Date.

PERSONAL INTERESTS:

- ✓ Cricket
- ✓ Badminton
- ✓ Carrom

COMPUTER SKILLS:

- ✓ MS Word,
- ✓ Excel
- ✓ Power Point
- ✓ MS Dos

Languages Known:

- ✓ English,
- ✓ Hindi &
- ✓ Marathi.

PERSONAL STRENGTHS:

- ✓ Good understanding ability.
- ✓ Good communication skill
- ✓ Team leadership
- ✓ Ability to work in a team
- ✓ Well prepared to adapt to difficult Situation
- ✓ Hardworking
- ✓ Positive attitude
- ✓ Confident & Sincere

PERSONAL DATA:

Date of birth : 10.08.1994
Gender : Male
Marital status : Single
Nationality : Indian

QUALIFICATION:

- Diploma in (Networking)
- Graduate in B.com
- Diploma in MS Office

SKILLS :

- Leadership & Management skills.

RESPONSIBILITIES :

- ✓ Maintaining records of all executed works on day to day basis.
- ✓ Corrective action on unsafe acts/conditions and reporting
- ✓ Making for CUSTOMERS CLEARING updates.
- ✓ Manage KYC & MIS Report.
- ✓ Cross Verification of KYC.
- ✓ Resolving Customers request, queries, Issues & Branch escalation case.
- ✓ Making for Customers clearing Updates.
- ✓ Checking the Cibil Score of Customers.
- ✓ Manage the entire credit Application process, right from login to disbursement.

DECLARATION

I hereby declare that statements made above are true, complete and correct to the best of my knowledge and belief.

Place : SURAT

Date :

(DHIRAL TANGDE).