

CURRICULAM-VITA E

Minakshi maggo

minakshimaggo3092@gmail.com | +91-9811388868

Add-40 Baldev park parwana road New Delhi-110051

Career Objective

My aim is to work in a reputed organization from where I can get financial as well as professional growth and stability.

Summary

- Consistently exceeds sales expectations
- Skilled in coaching and mentoring sales offices on variety of loan products and services
- Dependable and successful in building a loyal customer base
- Good at presenting ideas, proposals and concepts effectively

Skill Set

- Sales Coordinator
 - Channel Sales
 - Business Development
 - Liaison & Coordination • Good Business Communication Skills
- Complete Projects within Deadlines
- Multitasking
 - Computer skills-MS Word, MS excel & MS Powerpoint
 - Good Communication Skills.
 - Having Knowledge about Tally ERP 9
- Good Accounting Knowledge

Professional Experience

Sales Coordinator IDFC First Bank (Personal Loan - Delhi) NOV 2017- Present

- Ensure that all lending documents and processes are completed as per internal policies/processes
- Negotiating and coordinating with underwriter to provide loan approval to customers
- Good knowledge of Sales force (CRM Software), MS Office tools on Windows
- Handling personal loan login to disbursement process
- Satisfying customer through the loan process
- Handling quires of customer regarding the loan process and servicing customer after giving loan

Acadeic Qualification

- Bachelor Of Commerce(2014) Delhi University
- Class XII (2011) Bal Mandir Sr. Sec. School
- Class X (2009) Bal Mandir Sr.Sec.School

PROFESSIONAL QUALIFICATONS

- Company Secretary (Pursing) The Institute of Company Secretary of India.
- Computer Accounting (2015) Oxford Software Institute

STRENGTHS:

- Team Work
- Hard Work

- Positive Attitude
- Able To handle pressure
- Sincere and Supportive
- Quick Grasping
- Organisational Abilities
- Self-Motivated and Hardworking
 - Quick Learner

HOBBIES

➤ Dancing ➤ Listening Music ➤ Reading Books & Newspapers ➤ Cooking ➤
Browsing Internet ➤ Photography ➤ Travelling ➤ Writing ➤ Holistic Beauty Culture
Diploma (2017) YWCA of Delhi

PERSONAL DETAILS

I am a self motivated person with a positive attitude & also a keen learner, a team player with a pro active approach. I am flexible & believe in building good & long lasting relationship with clients & also have an interest in creating strategies.

Father's Name : Mr.Vijay Maggo

Date of Birth : 30th oct 1992

Nationality : Indian

Marital Status : Single

Languages : Hindi,English And Punjabi

The above statements are true to the best of my knowledge and belief.

Date:

(Minakshi maggo)