

Mrs. Sanjivani Umesh Tambe

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D Sector, Sara Parivartan,
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CAREER OBJECTIVE:

To work for an organization where I can use the best of my talents to contribute in the overall development of the organization & at the same time build a successful career.

EDUCATIONAL QUALIFICATION:

❖ **B.COM (Appear)**

FUNCTIONAL & TECHNICAL KNOWLEDGE:

Computer Proficiency :	
Applications	MS-CIT
Operating Systems	Windows
Expertise	Tally, MS Office, DTP, MIS

PERSONAL EQUITY:

- Hard working, Sincerity and understanding, a committed person, responsible for my duties given with trust.
- Ability to work in a team and in competitive environment too.

EXPERIENCE SUMMARY:

Worked 2 Year as Computer Operator CUM Cashier in "Samarth Pharmacist" , Pune (From Feb-2012 to Jan-2014)

- Handled billings
- Handled Payment Recovery Of Clients
- Cashier

Worked 2 Year & 3 Months as Computer Operator in Chhabda Associate , AURANGABAD.(From Mar-2014 to June-2016)

Job Descriptions:

- Handled billings
- Handled Payment Recovery Of Clients

Worked 12 Months as Assistant sales Executive in "PCJ Jewellers " AURANGABAD. (From January 2018 to Dec 2018)

Job Descriptions:

- Maintained Customer Data
- Taking initiative in Stores
- Assisted For Store Display
- Satisfied to Customer With The Best Service.

Presently Working With "Pride Ventures (I) Pvt Ltd." as CRM Executive , Marketing & sales Executive & Legal Department Executive (From Feb 2019) Chh.Sambhaji nagar

❖ CRM Department Work :-

- Obtaining and resolving all relevant information to handle customer inquiries and complaints
- Keeping records of clients interaction & transactions.
- Handled Payment Recovery Of Clients
- Receive Customer's Payment And taking entry of Payment in ledger.
- Preparation of Demand letter , Builder Noc, Bank Noc
- Making a Agreement To Sale
- Making a Sale Deed
- Making a Lease Deed
- Prepares all documents related to bank loans

❖ Legal department Work:-

- Handled all Projects legal documents
- Providing Master file of documents to clients for various projects.
- Coordinating with lawyers for search report or document verification of the project.
- Coordinating with bank persons for Project document verification

❖ **Marketing And Sales Department Work :-**

- Generating leads
- Convincing the Customer to buy the flat
- Coordinating with paper advertising and Digital Marketing Agencies for advertising.

PESONAL DETAILS

DOB	:	10 th sep 1989
Marital Status	:	Married
Nationality	:	Indian
Languages Known	:	Hindi, Marathi, and English

Place: Aurangabad.

Date: / / 2024

(Sanjivani Umesh Tambe)