



RADHIKA GHAGHADA

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F-103, Mona Ali Mohd.Ali, Bur Dubai

Skills

Adaptability
Communication
Customer service
Work ethic
Problem solving
Multitasking

Reference

Karan Soni - "3D Middle East "
Technical Sales Engineer
karan@3d-me.co
+971 505322920

Language

Hindi
English
Gujrati
Marathi

Personal Details

Date of Birth : 20/09/1993
Marital Status : Single
Nationality : Indian

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Axis Bank Ltd** *Sept 2016 - Oct 2021*
Senior Sales Coordinator
 - Coordination with various department for loan related Process
 - Preparation of various reports for different types of cases;
 - Assist Manager in daily activity;
 - Handling Incoming & Outgoing calls;
 - Maintain/Track of Inward & Outward loan docket.
- Andromeda Sales and Distribution** *Dec 2015 - Aug 2016*
Telemarketing Executive
 - Handling incoming and outgoing Calls;
 - Maintain/track of Inward and Outward Couriers;
 - Manage Front Desk Responsibilities.
- M/S Guru System** *June 2013 - Oct 2015*
Office Assistant
 - Coordination with customer for Insurance related issues;
 - Preparation of various reports for different types of cases;
 - Assist Manager in daily activity;
 - Managing Cash books/Files;
 - Handling Incoming & Outgoing calls;
 - Maintain/Track of Inward & Outward Couriers.

Education

- Mumbai University** *2018*
Bachelor of Commerce
- Max Computer** *2012*
Diploma in Financial Account
A+