



JESHMA REENA PINTO
+971524720020
jeshmareena9@gmail.com

Summary of Education
Qualification:

A master degree in commerce (M.Com) + Bachelor's degree in commerce (B.Com) + 4 Years' Experience in Mutual Fund Department, work as an support executive + 6 month experience in axis bank, work as an officer sale

Academic Qualification:

Pompei College, Aikala (Mangalore) India
M.Com (Mangalore University) in 2016.

Pompei College, Aikala - (Mangalore) India
B.Com (Mangalore University) in 2014

Pompei Pre-University College, Aikala - (Mangalore) India
PUC (Department of Pre-University Education Bangalore) in 2011.

ST. Joseph High School - (Udupi) India
SSLC – 10th Grade (Karnataka State Board) in 2009.

Personal Details:

Name: Jeshma Reena Pinto

Nationality: Indian

Date of Birth: 9th July 1993

Languages Known: English, Hindi, Kannada and Konkani

Passport No: P4603873

Work Experience:

Company Name: AXIS BANK

Designation: Officer Sales

From: April 2021- October 2021

Job Responsibility:

- Met with client and assisted them with account opening procedures.
- Facilitate cold and warm calls to Prospective leads; schedule and follow through on calls with leads.
- Source and work Customer Referrals
- Answer all lead and Customer questions accurately.
- Promote specific products as directed by upper management
- Inform leads and Customers of Current Promotions and discounts.
- Self-improve continuously by way of Experience and manager Feedback

Company Name: PTI Consultancy

Designation: Support Executive

From: January 2017 – November 2020

Job Responsibilities:

- Filling up application Form, Such as Redemption, Switch, Bank Changes, and Stop SIP Etc.
- Responsible to deal with investment every day.
- Emailing Folio Report, Account Statement to the client
- Renewal of SIP through follow up procedures.
- Providing advice on Investment
- Maintain all records of Mutual Fund clients
- Attending client calls and giving them solutions regarding their queries
- Guiding of new employees in defining work environment

Computer Proficiency:

- Accounting software-Tally ERP 9
- MS office – Word, Excel, Power-point.
- MS windows 2007 and windows 10.
- Social Media Management
- Time Management
- Presentation Skills

Declaration:

I hereby declare that the above furnished information is true and correct to the best of my knowledge.

Name: Jeshma Reena Pinto

Place: Dubai, U.A.E