

RÉSUMÉ

HARISH HANDE

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CAREER OBJECTIVE

To serve the organization where I can implement my knowledge and grow faster. It is to work with a company which can help me grow professionally and also on the personal front. To grow together along with the growth of company. I wish to work in a competitive environment which gives me new challenges to overcome and new frontiers to explore.

EXPERIENCE

10/2021 – 04/2022

CORPORATE SALES OFFICER, HDB FINANCIAL SERVICES

- Selling products like corporate card, purchase card, retail cards etc.
- Performed effectively in competitive work environment, managing day to-day operations like visiting client's office for further documentation process
 - Contributed to team objectives in fast-paced environment.
- Selected correct products based on customer needs, product specifications and applicable regulations.
- Completed daily outbound calls, up to 2 hours per day.

03/2019 - 02/2020

OFFICE ASSISTANT, RUCHIKA SHELTERS LLP.

- ✓ and formulas.
- ✓ Sending report to manager on daily basis and as per the requirements. Produced tables, pivot reports and charts for use in key decision-making processes.
- ✓ Practical experience and expertise in handling various data and reporting.
- ✓ Used M.s excel software to input, analyze, model data and digitizing the old data from paper to advanced excel sheets.
- ✓ Preparing M.s excel sheets for s.m.s marketing and e-mail marketing by using M.s excel features like data sorting, vlookup, hlookup & other M.s Excel features.
- ✓ Property data updating on property selling websites like magicbricks.com.
- ✓ Maintained the calling records of the tele calling department on MS excel sheets and reporting it to the manager.
- ✓ Interacted with customers by phone, email or in-person to provide information.
- ✓ Verified accuracy of business records by consistently updating customer information on m.s excel sheets.
- ✓ To maintain daily working report, prepare report on excel using different reporting tools

EDUCATION

October 2018

BACHELOR OF MANAGEMENT STUDIES from Bhavan's hazarimal somani college, Girgaon,
Mumbai
Mumbai university
Class- Second class

March 2014
H.S.C from Bai kabibai english school and jr. college, fort, mumbai
Mumbai university
Class - Second class

March 2012
S.S.C from Holy name high school, colaba, Mumbai
Mumbai university
Class - Second class

CERTIFICATIONS:

1. *Digital Marketing Certificate Course from Internshala Trainings*
2. *Advance Tally ERP 9 g.s.t*
3. *Government certificate in english typing speed - 30 w.p.m.*

SKILLS

Good Telephone Etiquette, Advance tally ERP9 g.s.t, advance excel, Basic Computer knowledge, Active Listening, Multitasking Abilities, Excellent Communication, Government certificate in English typing speed - 30 w.p.m., Cultural Awareness, Teamwork and Collaboration, Microsoft power point, Microsoft excel, MS Office, Microsoft word, Dependable and Responsible, Google sheets, Video editing, M.I.S, Videography, Photo editing, Operating System: MS-Windows, Android, Analytical and Critical Thinking.

✓ **LANGUAGES KNOWN:**

Marathi, Hindi, English

ADDITIONAL INFORMATION

Marital Status: Single

Hobbies: YouTube Vlogger, Videography, Photographer, Play percussion instruments like dhol & tasha.

Gender: Male

Nationality: Indian

Religion: Hindu

Place & Date:

(HARISH.J. HANDE)