



# KARAN JADHAV

## CUSTOMER SERVICE EXECUTIVE, CASHIER

Seekin to pursue a challenging career and to play a vital role in the organization that facilities continual up gradation of knowledge and skills with strong opportunity for career growth while contributing immensely to its growth and development with my best possible and earnest endeavor .

## Contact

### Phone

0502690616

### Email

jadhavk151@gmail.com

### Address

Abu Dhabi

## Education

Maharashtra boards  
**secondary education**

Maharashtra board  
**Higher Secondary**

Madurai Kamaraj University  
**B.COM**

## CORE COMPETENCES

- PRESENTATION & REPORT WRITING
- INTERPERSONAL SKILLS
- MULTI-TASKING
- TIME MANAGEMENT
- PROACTIVENESS
- GOOD COMMUNICATION

## Language

English

Hindi

## WORK EXPERIENCE

### AMWAY INDIA ENTERPRISES PVT LTD (Feb 2017 to feb 2019)

#### CUSTOMER SERVICE

- Handling cash and Accounts
- Identify and assist customer's needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Maintaining records and updating system

### KOTAK MAHINDRA BANK PVT LTD (March 2019 to December 2021)

#### CUSTOMER SERVICES

- Manage large amounts of incoming phone calls
- Provide accurate, valid and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution

### IDFC FIRST BANK PVT LTD (Jan 2022 September 2022)

#### CUSTOMER SERVICES

- Keep records of customer interactions, process customer accounts and file documents
- Follow communication procedures, guidelines and policies
- Take the extra mile to engage customers
- Generate sales leads

## SKILLS

- Delivery professional & personalize customer services
- Understanding the needs of customers & advertising a appropriate
- Calculating & providing accurate information to customers
- handling escalation
- Assisting customers in applying for loans personal & business purpose

## PERSONAL INFORMATION

- Passport Number - W8362178
- Date of Birth - 25/05/1997
- Marital Status - Single
- Visa Status - Visit Visa
- Nationality - Indian