Hirappa Bhandari

# OBJECTIVE

Ph: 8551014601 || EMAIL: - harrysb1991[@gmail.com](mailto:harrysb1991@gmail.com)

Seeking a position where I can contribute my knowledge, enthusiasm and skill that offer professional growth while being resourceful, innovative, flexible and legible and to accomplish my goals by achieving organizations target.

# STRENGTHS:

* Excellent communication and interpersonal skills
* Leadership quality
* Goal and result-oriented
* Decision making and problem-solving skills.
* Team management skills
* Ability to work well individually or in a team or as a supervisor.
* Completely at ease working in high pressure situations.

# EXPERIENCE

**Policy Bazaar.com**

September 2023

**Relationship Manager**

* Assisting customers in sale of a range of financial products on phone & face to face when required.
* Reaching productivity that meets job standards, while working with speed and accuracy.
* Ability to learn about products and services and describe/explain them to prospects.
* Understanding customer requirement and closing sales.
* Meeting and exceeding targets as assigned periodically.

**Indusind Bank Ltd** September 2021- May 2023

## Relationship Officer

* Account opening and rejection solving
* As per the ad-hoc request, make changes to the provider's details such as an address, phone number, etc
* responsible for managing productivity, accuracy, and timeliness as per benchmark requirements.

**Kotak Mahindra Bank Ltd**

September 2019 to September 2021

* Salary Account opening and rejected account resolved
* Cross sale the banking products
* Meeting individuals through referrals, corporate activities, promotional drives, etc. and generate leads for the organization.
* Responsible for quality communication and customer servicing within laid down productivity and service benchmarks.

**Spar Hyper Market** August 2019 – July 2021

**Customer service Associate**

**•** Responds to customer inquiries customer’s understanding of information and answer.

• Every customer they must be pleasant, friendly, and communicative they need to listen.

• Explain products and availability and make sales.

• Problem solving skills. Patience is crucial for customer service.

**Future Retail Ltd.** January 2018 To May 2019

## Co-ordinator

* All Retail products are received and check every product
* Keep the team updated.
* Manual stock checks and date checks of inventory.
* Coordinate the movements and storage of finished and inventory and maintains database.
* Every product invoice proper scan and communication clearly with our team.
* Track and document exact shipment arrival and departure times.
* Received and track shipment.
* Updating SOP and maintaining the Query Tracker.

# ACADEMIC QUALIFICATION

|  |  |  |
| --- | --- | --- |
| Qualification | University/Board | Year |
| M.com | Pune | 2017 |
| PGDBF | Pune | 2016 |
| B.com | Pune | 2014 |
| HSC | Maharashtra | 2009 |
| SSC | Maharashtra | 2007 |

**TECHNICAL EXPERTISE**

* MS-office, Outlook, Excel, Word.
* Typing 30wps

# PERSONAL DETAILS

|  |  |
| --- | --- |
| Name | : Hirappa Bhandari |
| Father's name | : Mr. Sharnappa Bhandari |
| Mother's name | : Mrs. Viju Bhandari |
| DOB | : January 14th, 1991 |
| Marital status | : Married |
| Nationality | : Indian |
| Location | : Sr No 241 Indiranagar Lohagaon Road, 509 Area Near Sai Temple Pune 411006 |
| Language known | : English, Hindi, Marathi & Kannada |

(Hirappa Bhandari)