



Rashvinder Kaur Bungai/Wasrikar

Address : Gera Emerald City North, Kharadi, Pune.

Mobile : 8308313999

E-mail id : rashvinderkaur01@gmail.com

LinkedIn Id: https://www.linkedin.com/in/rashvinder-kaur-bungai-640941230?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

Professional Summary : Professionally organized and detail oriented Back Office Executive in administrative support and customer service. Proven track record of efficiently managing and organizing office operations while providing excellent customer service.

Education:

Qualification	Name of the College / School	Name of University / Board	Year of Passing	Percentage
MBA (Finance)	SRTMU, Nanded	SRTMU, Nanded	2018-20	73.61%
B.Com	Pratibha Niketan College, Nanded	SRTMU	2015-18	86.40%
HSC	Yashwant College College, Nanded	Maharashtra State Board	2014-15	65.85%
SSC	Gujrati Highschool, Nanded	Maharashtra State Board	2013-14	71.40%

Work Experience

Company : SBI Payments Pvt Ltd.
Job Profile : Relationship Executive
Location : Nanded
Duration : July 2022-Dec 2023

Work Description :

- Assist the Zonal Sales Manager in managing backend operations for POS machines in the assigned zone.
- Coordinate with internal departments, including technical support, customer service, and finance, to ensure timely resolution of issues and efficient service delivery.
- Handle administrative tasks such as processing orders, maintaining records, and generating reports as required.
- Monitor and analyze sales data, transaction reports, and other relevant metrics to identify trends and opportunities for improvement.
- Provide support to the sales team in preparing proposals, presentation, and other materials for client meetings.

- Identify and target potential merchants for POS machine services.
 - Build and maintain strong relationships with merchants to ensure customer satisfaction and retention.
 - Collaborate with internal teams to ensure seamless onboarding and activation of new merchants.
-

Computer Skills: MS (Word, Excel, PowerPoint).

Strengths:

- Quick learner
 - Self-Disciplined
 - Problem solving approach
-

Extra-Curricular Activities

- Participated as a joint coordinator in Photo-Exhibition in PRAGYA (National Level Technical Fiesta) in 2013 at SGGSI&T.
 - Dale-Carnegie Certification.
-

Personal Details:

Date of Birth: 9th Aug, 1997.

Gender: Female.

Marital Status: Married.

Languages: English, Hindi, Punjabi and Marathi

Date: _____
Place: _____

Rashvinder Kaur Bungai/Wasrikar