

ADITI P. THAKARE
thakareaditi28@gmail.com

CAREER OBJECTIVE

To grow in an organization that gives me opportunities to explore my creativity, allow me to contribute value and win over the challenges given to me

EXPERINCE

HDFC Sales

Sales officer (Feb2025-Present)

- Find new customers who might be interested in getting a home loan.
- Maintained strong relationships with real estate agents and builders to generate business.
- Explained loan products, eligibility criteria, interest rates, and documentation requirements to customers.
- Provided excellent post-sales service and support for customer queries and document follow-up .
- Coordinated with credit and operations teams for loan approvals and disbursement .

L&T finance

Sales executive (Dec 2023-Jan 2025)

- Customer live KYC, Loan Disbursement Process.
- Handling and resolving Costumer queries and complaints.
- Building and maintaining good professional relationships
- Guide customers through the application and approval process for financial products.
- Coordinated with credit and operations teams for loan approvals and disbursement

Span Pro Solar Energy Solution

Back office (Oct 2021 to Dec 2023)

- Handling the Documentation Verification process (Maintaining Arranging, Mailing)
- Managing Banking Entries in Tally software
- Managing Documentation
- Operating Computer and Internet, receiving and replying emails

ACADEMIC QUALIFICATION

- B.COM from Kamla Nehru Mahavidyalya Nagpur University, in year 2021.
- 12th from Vidharbha Buniyadi Jr College, Nagpur Board in year 2018
- 10th from Sharda Mahila Mahavidyalaya, Nagpur Board in year 2016

SKILLS

- MS – Office: MS Excel; MS Word; MS PowerPoint.
- Communication Skills – Can generate lead efficiently
- Committed to work, can handle work pressure

TECHNICAL PROFICIENCY

- Proficient with Microsoft Office, Excel, MS-CIT

STRENGTH

- Honest & Punctual
- Good Communication skills
- Quick Learner
- Well Disciplined and Sincere

HOBBIES

- Painting
- Listening to Music

PERSONAL DETAILS

Date of Birth :- 10-07-2001
Gender :- Female

Nationality :- Indian
Mother tongue :- Marathi
Address :- Narsada Road Dighori Side , Nagpur 440034.
Mobile no :- 7249370563

I hereby declare that the above-mentioned details are true

ADITI THAKARE

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