



BISHAKHA SINGH

CONTACT

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EDUCATION

2020 - 2024

LUCKNOW CHRISTIAN DEGREE COLLEGE

- Bachelor of Arts and Humanities

2018 - 2020

KENDRIYA VIDYALAYA

- Intermediate

2016 - 2018

KENDRIYA VIDYALAYA

- Matriculation

SKILLS

- Customer Relationship Management
- Sales Strategies
- Data Analysis
- Effective Communication
- Problem Solving
- Team Collaboration

HOBBIES

- Painting
- Sketching

LANGUAGES

- English
- Hindi

PROFILE

Dynamic and motivated professional with a Bachelor of Arts and Humanities, possessing robust experience in loan recovery and sales. Seeking a challenging role that leverages my skills in customer relationship management, sales strategies, and data analysis to drive organizational success and personal career growth.

WORK EXPERIENCE

MG Builder and Developers

AUG 2023 - MAR 2024

Sales Executive

- Achieved a 20% increase in sales by developing and executing effective sales strategies.
- Conducted market research to identify potential clients and market trends.
- Built and maintained strong relationships with clients, ensuring high levels of customer satisfaction.
- Utilized MS Office tools to prepare sales reports, presentations, and proposals

HDFC BANK

2022 - 2023

Loan Recovery Officer

- Successfully managed and recovered overdue loans, improving the recovery rate by 15%.
- Developed and implemented effective recovery strategies, ensuring compliance with regulatory standards.
- Collaborated with team members to identify and resolve issues, enhancing customer satisfaction.
- Maintained accurate records and generated detailed reports on recovery activities.

COMPUTER PROFICIENCY

MS Office Suite: MS Word, MS Excel, MS Access, MS PowerPoint
Data Analysis Tools: V-look up, Pivot Table, Charts, Functions

CARRER GOALS

Seeking a role that challenges my skills and allows me to contribute to the growth and success of the organization. I aim to leverage my experience in loan recovery and sales, combined with my analytical and interpersonal skills, to achieve professional growth and make a significant impact in the field.

REFERENCE

This resume provides a comprehensive overview of your qualifications, emphasizing your skills and experiences to attract potential employers. Adjust the job title and other specifics according to the particular job you're applying for.