



Ruvi Jaiswal

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BRIEF PROFILE

To work with a leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goals, as well as to attain my professional goal. A dedicated individual with 5+ years of experience in automobiles/commercial vehicles-NBFC sector.

SKILLS

- Good communication skills
- Hard working
- Quick learner
- Punctual

EDUCATION

- MIT School of Distance Education 2022 – 2024
PGDM| Marketing Management | CGPA: 10.00 / 10.00
- P.K Roy Memorial 2017 – 2020
Bachelor of Commerce| General | CGPA: 6.45 / 10.00
- Vikash Vidyalaya 2013 – 2015
Matriculation | CBSE | CGPA: 7.8 / 10.00

- SSLNT

Intermediate of Commerce | JAC | CGPA: 5.00 / 10.00

WORK EXPERIENCE

- 1. TATA Motors Finance** Jan-2023 – Till Now
Designation: Branch Sales Manager

Key Responsibilities:
 - Dealing in Used Commercial Vehicles for Re-purchase & Re-finance.
 - Handling Team.
 - EMIs collection
 - Post Disbursal Docs completion.
 - Handling DSAs.

- 2. TATA Motors Finance** Nov 2019 – Jan-2023
Designation: Sales Coordinator

Key Responsibilities:
 - Used Commercial Vehicles deals login.
 - Handling DSAs & BDMs.
 - Maintaining MIS of Enquires & Disbursals.

- 3. Royal Enfield - Thunder Motors Pvt Ltd** Jan 2018 – Oct 2019
Designation: Customer Relationship Executive

Key Responsibilities:
 - DMS operator/ Indent Punching.
 - Insurance executive
 - Customer Sale satisfaction interaction post vehicle delivery.
 - Registration Executive

CERTIFICATIONS

- Certificate of Appreciation for outstanding performance as Sales Coordinator for FY22-23.
- Certificate of Appreciation in recognition of contribution of HDFC life(Channel partner) attachment for FY22-23.

PERSONAL DETAILS

Date of Birth:	21-11-1999
Gender:	Female
Marital Status:	Unmarried
Current Address:	Binod Nagar Hirapur Dhanbad - 826001
Permanent Address:	Kendua Bazar, Near Kapda patti, Kenduadih, Dhanbad -828116
Notice period (Immediate / 30 days / 60 days):	90 days
Current CTC (0.0 Lakhs per Annum):	2.76 LPA