



# 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.