



**Job Profile**

1) Model Maruti Suzuki Selling Of Cars

**E) Designation****SALES EXECUTIVE****Organization****THE HDFC SECURITIES LTD**

Duration of Work

MARCH 08 TO JUNE 09

**Job Profile**

- 1) Selling Demat & Trading A/C.  
Opening New Customers A/C  
Give information about Demat & Trading.  
Give Share Market information to Client  
Give various schemes about investment in shares  
Create Business for HSL  
Working on existing database  
Working on Market database
- 2) Administration of customer & customer complaints.  
Resolving complaint of the customer.

**F) Designation****Document Executive****Organization****THE AXIS BANK LTD**

Duration of Work

SEPT 07 TO FEB 08

**Job Profile**

- 1) Operation.  
Verifying New Customers Document.  
Maintaining Daily Records
- 2) Administration of customer & customer complaints.  
Resolving complaints of the customer.

**EDUCATIONAL QUALIFICATION**

- B.A. (Hindi) from Pune University
- App. M.A..

**COMPUTER PROFICIENCY:**

- MS-CIT
- Excellent in internet

**PERSONAL DETAILS:**

Name : Chandrakant V. Katare  
Father's Name : Vasant T. Katare  
Permanent Address : 212/3 Aswale Mala, Muktai Nagar,  
Eklahare Road, Nasik Road, Nasik - 422101.  
Date of Birth : 10<sup>th</sup> May 1983

Marital Status : Unmarried

Language Known : English, Hindi, & Marathi

I hereby declare that all the information given above is true to my knowledge.

Date :

Place: Nasik

**(Chandrakant V. Katare)**