

# CURRICULUM VITAE



## **SADHANA UNIYAL**

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## EDUCATIONAL QUALIFICATIONS

<u>EDUCATION</u>	<u>SCHOOL/COLLEGE</u>	<u>BOARD</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
<b>MATRICULATION</b>	Kendriya Vidyalaya NO.2, Dehradun	CBSE	2016	68.4% (7.2 CGPA)
<b>INTERMEDIATE</b>	Kendriya Vidyalaya No. 2, Dehradun	CBSE	2018	66%
<b>GRADUATION {B.COM}</b>	Dayanand Anglo- Vedic {post-graduate}College, Karanpur, Dehradun	HNBGU	2018 -2021	67.4%
<b>POST GRADUATION {MBA}</b>	GRAPHIC ERA HILL UNIVERSITY, Clement town, Dehradun	PRIVATE UNIVERSITY	2021-2023	76

## WORK EXPERIENCE

Worked as a business development executive for 8 months at Propshop, Noida.

### Responsibilities

- To analysis financial data to assess the feasibility of new projects.
- To prepare financial models and presentation to support business proposals.
- To identifying leads and to qualify those leads
- To develop and maintain relationships with the potential clients
- To coordinates and participates in sales meetings and presentations

- To assist with the presentations and negotiations of contracts.
- To track and report on financial performance
- To help customer in loan processing

### **INTERNSHIP**

Two months Summer Internship from HDFC LTD on PROCESSES OF HOME LOAN.

#### **Responsibilities**

- To collect and verify customer documentations which include income statements, employment verifications, tax returns and other financial documents.
- To develop a spreadsheet to track the progress of home loan applications
- To communicate with the customer and other stakeholders to solve their queries, to obtain additional documentations and to update them on the status of their loan application.
- To prepare the closing documents like the mortgage note and deed of trust after loan is approved.
- To do research and compile data on home loan rates and fees and to assist with the development of a new home loan product.

### **ADDITIONAL CERTIFICATION COURSES**

- Financial Markets Course from Yale University
- First step Korean language Course from Yonsei University
- Portfolio and risk management course from University of Geneva
- Successful Negotiation: Essential strategies and skills

### **EXTRA CURRICULUM ACTIVITY**

- Participated in Athletics - Running, kho-kho, Badminton.
- Participated in Cultural Activities- Dance and music competition in school
- Participated in Drawing Activities- regional level.

### **TECHNICAL SKILLS**

- Microsoft Office (Word, Powerpoint, Excel)
- Canva

### **SOFT SKILLS**

- Leadership
- Flexibility and Adaptability
- Time Management
- Emotional Intelligence
- Team work

### **HOBBIES:**

- Creative Arts including Writing, Painting, and Crafting.

### **PERSONAL PROFILE:**

Language known : English and Hindi  
Nationality : Indian



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