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**Mobile +**971505905010 / +971504753686

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# **JOB OBJECTIVE**

Looking for a challenging career with a company of global repute, where there is scope for demonstration of hard & smart work with my maximum potential to achieve organization & individual goals.

# **PROFESSIONAL SYNOPSIS**

* 5 Year working Experience with proficiency and expertise in customer service, customer relation, tele sales, customer reports and collections.
* Excellent communication, presentation and interpersonal skills blended with strong leadership skills.

# **WORK EXPERIENCE**

**Worked with Kotak Mahindra bank Noida, India as an Assistant manager from June 2013 to JAN 2015.**

**Role and Responsibilities:**

* Generate business from open market like cold calling, data calling.
* Generate leads from software companies through calling and visit the companies.
* Customer handling through attend the inbounds calls or visit customer of Branch.
* Identifying prospective clients.
* Maintain MIS on daily basis.
* Acquiring new client from different sources.

**Worked with Religare Broking ltd As Relationship manager Delhi, India From 1st June 2009 to 3RD May 2013.**

**Role and Responsibilities:**

* Maintain weekly and monthly report of target and achievement.
* Maintain MIS on daily basis.
* Generate leads through marketing activity like campaigning and distribute pamphlet at corporate offices, and big society, Conferences, seminars etc.
* Acquiring new clients from Branch exist customer as well as self-source.

# **ACADEMIC QUALIFICATION**

* B.sc. maths (2008) from C.C.S. University Meerut U.P. India
* Intermediate (2003) from U.P. Board India
* High school (2001), from U.P. Board India.

# **COMPUTER SKILLS**

* Microsoft office & internet
* One Year Diploma in Basic networking from Anamika computer

# **NOTABLE ACCOMPLISHMENT**

* Holding NCC "A” certificate
* District level player of Cricket
* Participated in various quiz,cultural activities,sports event at college and corporate level.

# **PERSONAL DETAILS**

* Date of Birth : 19/04/1986
* Languages Known : English, Hindi
* Hobbies & Interests : Traveling, Social Networking, Music, cricket

**Declaration**

I confirm that the information provided by e is true to the best of my knowledge and belief.