

 Vinay

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Career Objective

To serve the organization with the best of my ability and efforts and try to gain success with the

experience that I have acquired from time to time.

Professional Experience

Total work experience of over +10 years.

Work Experience

Aug-2014 – May-2015

 Company : DUNIA FINANCE–(HEAD OFFICE– Dubai Outsource Zone)

Designation : DATA ENTRY ASSISTANT- OPERATION

Job Responsibilities:

* Generate Etihad Credit Bureau report from Bureau website for customers who are applying for personal loan.
* Made outbound calls to the company’s prospective customer list.
* Performed certain data entry level tasks for systemizing the employee information system.
* Listing application forms which is received from all U.A.E branches.
* During the day personal loan related all pending docs updating in CRM.

Oct-2007 – June 2014

 Company : KOTAK SECURITIES LTD. (Kotak Mahindra Group)

KOTAK SECURITIES LTD is a premier financial services organization providing individuals and corporate with comprehensive financial

solutions. They offer products such as Equity,

Broking and depository.

Designation : Deputy Manager

Job Responsibilities:

* To ensure proper coordination between the staff of all the verticals operating from the branch.
* To handle all the responsibility including compliance, risk and customer complaint of the branch as well as Franchisee.
* To ensure adherence to statutory/regulatory and internal norms.
* Adherence to all DP KYC and other procedural requirement.
* Customer complaint management.
* Customer service – Ensure consistent, reliable, problem free services at branches.
* Taking care of payin & payout of shares, dematerialization of shares, remat, redemption of mutual fund, pledge creation and revocation, shares transfer to one a/c to another a/c, client’s Demat and Trading a/c related all updation like – address, financial details , contact details and e mail id updation to the branches and franchisee client.
* Efficient management of team by mentoring, training and motivating the team members.
* Taking care of MIS & maintain reports for the northern region.
* Organizing training to other region for various program like CRM , BOSS & DEMATRIX

Mar-2003 – Oct-2003

 Company : B. B. PORTFOLIO PVT. LTD.

 Designation : Sales Executive

Job Responsibilities:

* To advise clients about the Investment in Share.
* To aware client about Risk Factors.
* Shares Trading and Risk Management.
* Account Opening Demat and Trading a/c.
* To build up relationship with client through advising/ servicing as per their investment needs and requirement.

Dec-2001 – Mar-2003

 Company : GUJRAL SALES PVT. LTD.

 Designation : Data Entry Operator

Job Responsibilities:

* Compare data with source documents, or re – enter data in verification format to detect errors.
* Compile, sort and verify the accuracy of data before it is entered.
* Locate and correct date entry errors, or report them to supervisors.
* Maintain logs of activities and completed work.
* Load machines with required input or output media such as paper, cards, disks or tape.

Qualification

* Completed- Bachelor of Arts from EIILM University in the year 2011
* Passed- All India Sr. Hr. Sec. School Examination (XII Class) in the year 2002
* Passed- All India Sr. Sec. School Examination (X Class) in the year 2001

Additional Knowledge

* MS – OFFICCE (Word, Excel and Access Browsing Internet).
* Typing speed: 50 w.p.m
* Lean Management.

My Strength

Excellent and fluent communication, Good Listener, Cool Minded, Able to answer queries of Customers and satisfy them, Pleasing Personality, Hard working, Punctual, Sincere, Honest, Self- motivated towards goals attainment,always ready to imitate and help, dedicated towards work, Positive Attitude, Fast Learner and Patience.

Hobbies

* Reading- News Papers, Magazines.
* Watching Movies.
* Playing and watching Football.

Personal Profile

Date of Birth : 10th MAY, 1979

Nationality : Indian

Marital Status : Married

Languages Known : Hindi, English and Bengali.

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