**First Name of Application CV No 1626078**

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To secure a challenging career with Dynamic, Servicing, Progressive organization in order to utilize my abilities, knowledge and personal acumen and with integrity contribute in the development

KEY SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **Office Skills:** | **Office Management, Co-Ordination, Administration****Records Management** **Database Administration** | **Calendaring,  Daily Mail Drafting, Banking and Financial services,** **MIS Management****Reports Management** | **Attention to Detail****Compliance** |
| **Computer Skills:** | **MS Word****MS Excel****MS PowerPoint** | **MS Outlook**  | **Window operate** |

Professional Experience

Worked with Mabeaat, Direct Sales Agency of Emirates NBD Bank, Dubai. I was working as a Asst. Team Leader from Sep. 2015 to Feb. 2016, I have more than 9 years (India) and 6 Months (Dubai) experience in Banking Sales and Administration Managemet services and Financial services like (with 3 years Branch Manager level in India), in Management and Administration in Banking and Financial Sales, Now looking for change for appropriate job in Banking Sales, Admin, Management, Office Asst, Co-Ordination or any Banking and Financial Services in office Asst.

 **Worked as a** **Branch Manager GRUH FINANCE LTD. , India** ,( **23 Sep. 2013 to 12 Nov. 2014)**

Responsible for manage and meeting revenue targets. Achieve sales targets and providing customer service
Recommend, manage and support sales promotions and brand activities through effective planning and preparation to meet expectations.
Cross sell targets for current account saving account and credit cards.
Manage all other business parameters like IRR ratios, PF, Insurance penetration along with other quality parameters laid down by the bank.
Keep update knowledge of Market trends and competitor activity and provide feedback/recommendations to the management.
Co-ordination to ensure better end results to customers. Ensuring Target achievement by the HBL or channel team Manage client relationships to achieve assigned sales revenue and customer acquisition revenue based on the individual’s potential and affinity towards those client segments.
Review select existing client portfolio to identify potential multi product sale opportunities.
 Assist in development and launch of appropriate products & services in order to meet and satisfy customer needs, especially new product launches, client seminars etc.
 continuously provide feedback on competitive activities to the product and business team and track Market developments.
 Document and update all profile customers with a current copy of the last call report.
Handle and resolve customer complains immediately and filed in respective files.
 Update latest activities and follow-ups with prospective clients by using sales force automation system.
 Have experience in selling mortgage loans, auto loans, personal loans, two wheeler loans, gold loans, loan against property (LAP), loan against shares and commercial vehicle loans to customers and selling other financial products like Saving Accounts, Current Accounts, Credit Cards, LOC (Letter of Credit),Mutual Funds DEMAT accounts, Life Insurance Products and General Insurance
 Handling team of 30 business development executives and responsible for training and increasing their productivity month on month.

 **Worked as a Branch Manager** **MUTHOOT FINCORP LTD. (Nov. 2011 to Oct. 2013)**

* Present findings and recommendations to various stakeholders at all levels both within and outside of the organization, including Directors of State Operations Product SVPs, and the Chief Product Officer.
* Independently manage projects of varying complexity with limited direction; understand business objectives as they relate to project goals.
* Mentor, motivate and train a staff of 2-4 and peers; manage interns or rotational analysts.
* Become a knowledgeable resource on Pricing Models on all lines of business and develop an understanding of overall modeling and pricing.

 **Worked as a Branch Manager** **EQUITAS MICRO FINANCE INDIA PVT. LTD. (Aug. 2010 to Oct. 2010)**

* Achieve targets Taking responsibility for, and supervising the work of the accountants.
* Managing daily cash balances;
* Ensuring that cash flows are adequate to allow business units to operate effectively;
* Maintaining our accounts system by assisting the accounts in the daily input into the system;
* Assist in preparation of all necessary documentation for external audits and support the year-end financial audit, providing consolidated statutory accounts and audit files where required by external auditors;
* Help developing appropriate internal controls and accounts procedures in line with industry good practices; monitor adherence to agreed procedures and seek continuous improvement to enhance operations in deliberation with the Finance
* Expand financial engagement with Sales and Distributor Partners through thoughtful and well-analyzed recommendations in the areas of Trade investments optimization (ROI); sales and market risk and opportunity decompositions; annual planning and commercial direction setting; as well as identification of new market expansion opportunities
* Lead and develop Quarterly Market reviews to present analysis of year-to-date results; set financial direction in the year-to-go periods; and align key stakeholders to all required roles, responsibilities and next steps

 **Worked as a AGENCY MANAGER BIRLA SUN LIFE INSURANCE CO. LTD**

Supervision of an inside sales staff.
 Periodic travel to make customer calls at major accounts throughout the territory.
 Management of special strategic alliance accounts.
 Attendance and participation at trade expositions and industry meetings.
 Preparation of annual work plans.
 Presentation of commercial and technical topic hosting of customer visits to the manufacturing facility.

 **Relationship Manager** in **ICICI BANK LTD. JODHPUR (JULY 2004 TO MAY 2007)**

* Ensure proper filing and documentation within the Department
* Prepare bank reconciliations
* Check the daily interface files for the upload to FICO
* Support the Principle Officer in the annual budgeting process
* Manage the petty cash
* Expense Accounts
* Supervise and train any other member of the finance department
* Any other related duties as assigned

Education

* **E-MBA (HRM & MARKETING MANAGEMENT), Swiss School of Management, Switzerland.**
* **M.A. in ECONOMICS JNVU College, Jodhpur, India.**
* **B.A. with Economics Subject**

Strength & Abilities

* **Commitment towards job**
* **Hardworking, Sincere & Dedicated**
* **Result – Oriented & Self Innovative,**
* **Regular in matter of attendance. (100% of schedule attendance)**
* **Like to accept any challenge with positive attitude.**

Personal Particulars

* Date of Birth : 11 Jan 1983
* Marital Status : Married
* Nationality : Indian
* Languages Known : Read, write and speak English, Hindi, Urdu and (Read only Arabi)