**First Name of Application CV No 1662486**

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 **CURRICULUM VITAE**

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| Objective | Looking for a career in an organization where I can have right platform to implement my learning towards the fulfillment of the goals of the organization and can have exposure to best practices in the industry. |
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| Academic Qualifications | 2005: Bachelor of Commerce from The University of Calcutta 2002: Higher Secondary Education (West Bengal Council of Higher Secondary Education)  2000: Secondary Examination (West Bengal Board of Secondary Education) **Experience in Computer,** MS OFFICE, WORD, EXCEL, POWER POINT from Sterlite Computer Academy  |
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| Professional Experience | **Duration:** November 2012 to November 2015 **Employer:**  **Al Rajhi Bank (KSA)****Job Designation:**  Bank Teller & Customer Services **Job Responsibility:** * Keeping currency in a neat and orderly arrangement.
* Handling customer’s complaints, question and concerns.
* Cross selling the Bank services to customers.
* Processing automatic transfers.
* Checking cheques and making sure they have been written out correctly.
* Counting out large amounts of coins and paper money.
* Verifying customer’s signature.
* Make new membership for transferring money around the globe.
* Informing customers about their account related information.
* Maintain good relation with customers.
* Entering financial data into a computer terminal.
* Asked customers needs and serve them.
* Processing cash withdrawals and deposit.
* Checking and verifying the identification of customers.

 **Duration:** Sept, 2009 to august 2012**Employer:**  **Dewar’s Garage Ltd.( Maruti Suzuki Dealership )****Job Designation**: Sr. Sales Consultant**Job Responsibility:**  • Acquisition of Client for Maruti Car. • Make a persuasive pitch to the prospective Customer explaining the product features,  Differentiation against competition.* Maintain a lead tracker and pursue closer.
* Co-ordinate and communicate with Customers for Application and Documentation fulfillment.
* Execute Marketing / Sales promotion campaigns at the local levels.
* Having good planning & problem solving skills.
* Proactive interaction with the customer.
* Prepare MIS Reports.

**Duration:**  Feb 2008 TO Feb 2009**Employer:**  **KOTAK Mahindra Bank Ltd.** **Job Designation**: Asst. Manager**Job Responsibility:**  • Acquisition of Client for CASA and Cross Products.• Make a persuasive pitch to the prospective Customer explaining the product features,  Differentiation against competition.* Maintain a lead tracker and pursue closer.
* Execute Marketing / Sales promotion campaigns at the local levels.
* Having good planning & problem solving skills.
* Proactive interaction with the customer.
* Prepare MIS Reports.

**Duration:** June 2006 to Jan 2008**Employer:**  **Citi Financial Ltd.****Job Designation**: Sales Officer**Job Responsibility:**• Acquisition of Client for personal loan. • Make a persuasive pitch to the prospective Customer explaining the product features.  * Maintain a lead tracker and pursue closer.
* Co-ordinate and communicate with Customers for Application and Documentation fulfillment.
* Sales promotion campaigns at market area.
* Having good planning & problem solving skills.
* Proactive interaction with the customer.
* Prepare MIS reports.
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| Interests and Activities | * Participated in interschool sports like cricket, football.
* Singing, Listing to Music.
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| Key Skills | Hard working, Responsible, Focused, Interactive. |
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| Linguistic Proficiency | Speak: English, Hindi, Urdu, Bengali and ArabicRead: English, Urdu, and Hindi.Write: English, Hindi, and Urdu. |
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| Personal Profile  | Date of Birth : 13th April 1982Sex : MaleMarital Status : MarriedNationality : IndianReligion : Islam |
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