**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 Arabic  Read: English, Urdu, and Hindi.  Write: English, Hindi, and Urdu. |
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| Personal Profile | Date of Birth : 13th April 1982  Sex : Male  Marital Status : Married  Nationality : Indian  Religion : Islam |
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