|  |  |
| --- | --- |
| **ISHANT** ISHANT.324882@2freemail.com | C:\Users\Julee\Desktop\08.jpg |

**PERSONAL SUMMARY**

I would like to be a part of an organization wherein I could use my knowledge & talent for the development of both the organization and mine. To lead, challenge and be challenged in a marketing strategy or business/market development position. Analyze & improve marketing, sales and operational performance. Would develop products, markets and relationships.

**CAREER HISTORY**

**HSBC BANK MIDDLE EAST**

**SALES REPRESENTATIVE - SEPTEMBER 2015- Present**

Responsible for supervising the day to day running and operations of the bank, whilst at the same time creating a professional, helpful and customer friendly environment for staff to work in.

Duties:

* Building relationships with high net worth individuals.
* Answering any financial and banking queries.
* Providing advice on investments.
* Handling customer queries face to face, over the phone or via correspondence.
* Presenting information clearly to customers, work colleagues and third parties.
* Representing the bank within the local community.
* Verifying customer data to detect and identify financial fraud.
* Opening new bank accounts for individuals and also companies.

Personal

### Handling portfolio of customers/groups/corporate.

### Analyze the data and form a strategy to sell the right product to the right group.

### The activity is instrumental in improving the sales of the company.

### Follow up the leads with the sales managers and other respective team to accomplish the goal.

### Maintaining the relationship with the customers and fulfill their banking requirements.

**FIRST GULF BANK **

**SALES EXECUTIVE - FEBRUARY 2015-AUGUST 2015**

Appointed as sales executive in FIRST GULF BANK in DUBAI location for promotion of Credit card and Personal

loan.

* To Generate Business by company listing and cross selling.
* Maintaining the relationship with the customers and fulfill their banking requirements.

### **QCMS (Quality control Management System)**

### **Marketing Manager Executive (ISO certification) - Jan 2013-Dec 2014**

* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centers month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* Operating Internet, Updating all records and documents (Hard copy as well as Soft copy), Purchasing and maintaining stocks, Data Entry, Updating accounts, Compiling MIS reports, Networking with different stake Holders and organization.
* Getting order through corporate clients.
* Proper execution of order and dispatch it on time.
* Follow up for payment.
* Develop new sample for client.
* Maintain good relation with client.

**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **SCORE** |
| PGDM- Marketing | Apeejay Institute Of Technology |  69% |
| B.Sc.(IT) (Graduation) | P.T.U University |  70% |
| Class XII (CBSE) | Gyan Bharti School |  67% |
| Class X (CBSE) | Nazareth Academy |  66% |

**REFERENCES-** Available on request.