CURRICULUM VITAE

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# FAIZAL

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## CAREER OBJECTIVE:

 Intent to built a career with leading corporate environment with committed and dedicated people, which will help me to explore myself fully and realize my potential and work as a key player in challenging and creative environment.

## EDUCATIONAL QUALIFICATION:

***Bachelor of Science ( B.Sc ) Computer science (2007 – 2010)***

***Bharathidasan University, India.***

## WORK EXPERIENCE:

1. Company : Amoza Travels Overseas Manpower Consultancy. Chennai

 Position : HR & Admin Executive

 Duration : From Feb-2013 to Sep-2014

## ROLE AND RESPONSIBILITIES:

* Sourcing Suitable profiles based on client requirement through job portals (Naukri, Monster, Shine, Timesjobs), networking (linkedin), referrals and database. Day to day activities with performance monitoring.
* Responsible for the procurement of supplies: maintenance of Inventory records.
* Regular follow up with candidates, encountering counter offers and increasing joining ratio.
* Client interaction
* Sort, review, screen and distribute incoming and outgoing mail.
* Entering, recording, storing, or maintaining information in written or electronic form.
* Arranging & collecting trade test certificates with medical report.
* Reporting to the HR Manager.
* Have the major contacts with the admin area & Department Heads.
* Prepares correspondence for executive review and signature.
* Review, proofread, and edit documents prepared for the executive's signature.
* Managing the day-to-day operations of the office
* Organizing and maintaining files and records
* Planning and scheduling meetings and appointments
* Making travel and guest arrangements
* Reporting manager daily activities
* Handling Petty cash
* Transportation arrangements
* Courier Distribution

2. Company : Axis Bank Ltd. Chennai

 Position : Business Development Executive

 Duration : 1 Year

## ROLE AND RESPONSIBILITIES:

* Working as senior sales officer in saving accounts and current accounts team.
* Meeting with clients and selling the SB accounts and current account product to them
* After sales providing better services to the customers to get more business from them
* Taking care of KYC documentation while opening the account.
* Cross selling of other bank products like loan, insurance, DMAT etc.

3. Company : Axis Securities and Sales Ltd. Chennai

 Position : Business Executive

 Duration : 8 months

4. Company : HDFC Bank Ltd. Chennai

 Position : Sales Officer

 Duration : Sep-26-2010 To Nov-30-2010

## ROLE AND RESPONSIBILITIES:

* Target Achievement of Demat Account, Saving and Current Accounts.
* Conduct Activities for Advisor activation towards the exchange platform
- Joint calls,Camps & other promotional activities.
* To explain the customer the various benefits of the products (CASA) being distributed.
* To ensure strict adherence to know your customer (KYC) norms.
* Overall support for partner/sales team related to exchange platform.
* Over all Responsible to smooth flow of account registration.

## TECHNICAL SKILLS:

##### Software : Ms-Office (Word, Excel, Power Point)

##### Operating System : Windows ( 7,8,10)

##### Packages : Adobe Photoshop cs5&cc

##### Typing : 40 WPM

## PERSONAL DETAILS:

 Date Of Birth : 07/03/1990

 Sex : Male

 Marital Status : Single

 Nationality : Indian

 Language Known : English, Hindi, Tamil, Malayalam

 Visa status : Visit Visa

 Notice Period : Immediately