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**Vimal**

Burjuman St., Dubai, UAE

Email Address: vimal.338524@2freemail.com

**Objective:**

Contribute my abilities and experiences in an environment where I can provide a significant and positive impact in meeting corporate goals.

**Summary of Qualifications:**

Extremely motivated and passionate in whatever I do. Strong interpersonal and communication skills and know how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with others. Thorough knowledge of analyzing, researching, organizing, problem solving and customer service. Major strengths include excellent communication skills, competent, strong team player, attention to details and dutiful compliance in all regulated environments. Solutions and results oriented.

**WORK EXPERIENCE:**

**Shriram Transport Finance Co. Ltd, India**

**Accountant & CRE, June 2016 – January 2017**

* Posting of accounting entries including sales invoicing, payment and journal
* Ensure Auditing internal accounts monthly bank and cash reconciliation, salary preparation and payout
* Providing daily, weekly and monthly reports on overall sales, purchase and payment to top management
* Ensure collection before due date from clients
* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Communicate customer requests to management.
* Assist in completing price changes within the department.
* Participate in year-end inventory and cycle counts.
* Assist in ringing up sales at registers and/or bagging merchandise.
* Any other tasks as assigned from time to time by any manager.

**Mashreq Bank, Dubai**

**Senior Relationship Officer, January 2015 – May 2016**

* Instrumental in sourcing of new business as a result of maintaining healthy customer and client relationship.
* Efficiently initiated and implemented marketing plans including all relevant information highlighting associated risks and mitigates.
* Successfully managed the process of conducting renewals of facilities of the existing clients.
* Handle customer requests regarding banking products and services
* Pitch existing customers for third party products
* Effective and timely resolution of customer complaints and improving customer service levels.
* Sourcing new leads and referrals to generate business and deepening of account balances of existing customers
* Compliance to the bank’s rules – internal guidelines , processes and procedures
* Responsible for improving the internal audit operational efficiency of the branch
* Protecting bank’s property as per safety norms and ensuring ethical conduct in ordinary course of business

**Standard Chartered Bank**

**SME Officer, December 2013 – November 2014**

[**www.standardchartered.ae**](file:///C%3A%5CUsers%5CArpit%20Jalan%5CDownloads%5Cwww.standardchartered.ae)

* Cross selling of various financial products based on requirement of the client, reaching monthly targets on various products promoted by Bank like Business Loan,Banca, Business Credit Card etc
* Profiling Customers and provide banking products to meet customer needs
* Ensuring the highest levels of service to the customers.
* Achievement of business targets allocated on various parameters.
* One point contact for all requirements of customers.
* Acquisition of new customers.
* Empanelling of new companies.

**Axis Bank, Business Development Officer**

**August 2012 – October 2013**

* Accounts Management/ Assisting the managers whenever necessary
* Instrumental in sourcing of new business as a result of maintaining healthy customer and client relationship.
* Efficiently initiated and implemented marketing plans including all relevant information highlighting associated risks and mitigates.
* Got best Team leader Award.
* Responsible for replying to Marketing/HO queries regarding the proposals.
* Successfully managed the process of conducting renewals of facilities of the existing clients.
* Effectively tracked the weekly past dues and pursued clients in this regard.

**HDFC Life**

 **Business Development Manager**

**June 2011 – July 2012**

* Honor of being the Best Performer in creating Revenue worth INR 2 Million in a span of just six month
* Investigate the economic condition surrounding our small business activity such as industries trends and competition.
* Communicate the new product developments to prospective clients.
* Co-ordination with sales executives and checking the customer reports/ surveys.
* Provide report to management whenever they need information.
* Ensure the team under myself to be in a good rapport with clients and customer.
* Prioritizing and coordinating office work flow, when supervisory responsibilities are handed out.
* Instrumental in sourcing of new business as a result of maintaining healthy customer and client relationship.
* Efficiently initiated and implemented marketing plans including all relevant information highlighting associated risks and mitigates.

**EDUCATIONAL BACKGROUND:**

* **PG (**Post Graduation in commerce**)** from Kannur University with **Finance** as major in 2011
* **B. com** from Kannur University with **Commerce** as major in 2009.

**OTHER SKILL**

* Completed 1 Years **Advance Diploma in Computer Application** (Tally + Foreign accounting)

**IT Skills**:

* MS Office Tools (Word, Excel & PowerPoint).
* Internet Applications.
* C, C++

I hereby certify that the statements I have made on this application are true and correct. I agree to submit myself to physical examination as a pre-requisite to consideration for employment and such other future examination which may be required.

Vimal