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Dear Sir,

I am submitting herewith my resume for your perusal and consideration for the post of <position vacant> in your organization.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials would confirm my association as a I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization.

My core competencies include **optimizing business operations, business development, expansion of Finance network while managing and understanding competition, customer/client relationship consequently achieving and providing high productivity standards.** Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

My basic objective is to hone in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

I am confident of making visible contribution for the growth of the organization. I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,



Contact HR Consultant for CV No: 2046708

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**BUSINESS DEVELOPMENT & ADMIN PROFESSIONAL**

*Seeking challenging assignments with an organization of repute across the industry*



**PROFILE**

* Offering rich cross functional experience of **over.**
* **Exp**ertise in **analyzing Finance trends and tracking competitors’ activities, planning & implementing integrated Finance solutions for product enhancements**.
* Possess keen business acumen in analyzing & understanding business requirements, customer-value maximization and developing new business processes & revenue streams.
* **Outstanding Relationship Management skills**, articulate, strong business acumen with the ability to conceive profitable and efficient solutions while working effectively with all levels of management.

**Core Competencies**

Process & Business Development ♦ Revenue Growth and Profitability ♦ Strategic Planning ♦ New Product Launch ♦ New Market Development ♦ Sales & Analysis ♦ Publicity & Promotions ♦ Market Penetration ♦ Customer/Client Relationship Management ♦ Liaison/Coordination ♦ Training & Development ♦ Leadership Qualities ♦ Team Management



**PROFESSIONAL EXPERIENCE**

**♦ financial Assistant** **♦JULY’ 13**

Providing Business solutions on Financial Products in India and all over states.

* Responsible for performance and providing support to achieve overall goals and objectives.
* Creating and executing strategic marketing and sales plans in prospecting clientele and closing deals.
* penetrating new enhance to business and ensuring development through formal presentation, while working closely with the sales channel to ensure target achievement.
* Establishing healthy business relations with clients & external associates for securing repeat business & long term loyalty and work towards solving their queries and complaints efficiently

Providing Business solutions on Advertising Thro Online, print, voice and Wap to clients in regions of Tricy,Namakkal and Yercaud through a team of 18 Executives. Currently handling operations of 3 branches.

* Responsible for recruiting, training and providing induction to executives while assessing the performance and providing support to achieve overall goals and objectives.
* Penetrating new markets to enhance business and ensuring development through formal presentation, while working closely with the channel to ensure target achievement.
* Establishing healthy business relations with clients & external associates for securing repeat business & long term loyalty and work towards solving their queries and complaints efficiently
* Responsible for managing the team while training them for the professional and work developments. It also entails solving the team’s concerns and grievances while providing them with various accolades to motivate them on regular basis.
* Planning & conceptualizing various strategies to achieve business goals of the branch aimed towards the growth in business volumes as well as profitability.

***Key Accomplishments***

* Recognized as one of the top manager in Trichy Branch and Trichy area comprising of 13 branches.
* Represented as the finance Captain and managed entire branch consisting of 20 Sales Managers.
* Nominated as the Recruitment Captain and initiated the entire team of Sales Managers to create a record of recruiting 255 advisors with mixed profile within a month.
* Conducted and organized various events, shows and roll outs for advisors and customers

**Financial Skills**

* Very good understanding of Stock markets.
* Understanding of Fixed income securities like bonds and debentures.
* Worked closely with a Public issue management team
* Basic understanding of structured products like derivatives (swaps, futures, options)

**Computer Skills**

* Computer Basics
* Microsoft Office (Word, Excel, Outlook)
* Well versed with internet
* **Tally program (9.1 ERP version)**
* **Typing skill**

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| **Extra Curricular Activities** |
| * Participate& presenting the paper of National Level Seminor on Corporate Social Responsibility in Jamal Mohamed college at Trichy. * Participate industrialvisit program on Bharath Gas at Sengipatti. * Organising the management meet in Bharath College of Science and Management at Thanjavur |

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| **Cultural Activities** |
| * Pongal cultural program won 1st prize in Bharath College of Science and Management at Thanjavur * Skit- Thagam Cultural Event in Bharath College of Science and management at Thanjavur- Won a 3rd prize |



**EDUCATIONAL CREDENTIALS**

**M.B.A., 2014, Bharathidasan University** , Tamil Nadu

**B.Sc(c.s)., 2010 Bharathidasan University** , Tamil Nadu

**Technical Skills** ♦ Windows XP, 98, MS Office & Internet Applications



**Marital Status : Single**

**Religion : Hindu**

**Nationality : Indian**

**Languages Known: English,Tamil**

**Data of birth : 30/08/1988**