**CURRICULUM VITAE**

Expertise Skills

1. **MS word**
2. **Excel (Vlookup & Pivot Table)**
3. **PowerPoint.**
4. **Anti-Money Laundering (AML)**

Professional Courses:

1. **Risk Management.**
2. **Portfolio Management.**
3. **Reading Body language.**
4. **Stress Management.**
5. **Emotional Intelligence (EQ)course.**

**Strength**

* **Team Player.**
* **Self-motivated.**
* **Optimistic.**
* **Interpersonal Skills**

**IMRAN**

**IMRAN.364691@2freemail.com**

**CAREER OBJECTIVE**

**Seeking an opportunity in an organization where I can utilized my Education,Experience,Technical Knowledge and Interpersonal skill in a challenging environment to achieve the organization goals and enhance my career growth in the company.**

**HIGHEST QUALIFICATION**

 **MASTER OF BUSINESS ADMINISTRATION (M.B.A)**

**Work Experience:**.

**Meditek TPA Services Ltd : ( July 2015 to March 2017) (Hyderabad –India)**

**Designation: Sales Coordinator**

**Responsibilities:**

* Act as a liaison between the Direct sales team and management.
* Check all the documents thoroughly before processing it to the credit department.
* Accurately prepare and process closing documents.
* Act as the primary customer service contact for clients who have questions about their accounts or our products
* Work with other departments within the company to bring in additional help on creating sales presentations when needed.
* Interacting with customers to understand their requirements.
* Maintain the sales MIS report and share it with higher management and sales team.

Union National Bank: (May 2014- May 2015) (Dubai – UAE)

Designation : Senior Sales Officer.

**Responsibilities**

* Worked in Retail Banking Division**.**
* Assist the customer’s in opening CASA(Current and Saving Accounts) of the salaried employees and Corporate/Company account.
* Providing the personal loan to the customer
* Develop and maintain the relationship with the HR(Human Resource) and Finance department of the company to generates the business from the company.
* Analyse the competitors offers and products and their strength and weakness in order to make it more useful while interacting with the customers,and make them to retained with the Bank.
* Provide the feed-back about the competitor products and services to higher management,to make changes or enhance current offers and products to attract more customers and thus increasing the sales of the organization.
* Solved the queries and responding to corporate clients and individual customers regarding the complaints or problems can come up in using the bank products.

**Innovation employment LLC: (June 2012 to April 2014) (Dubai –UAE)**

**Designation: Sales Officer**

**Responsibilities**

* Meeting the clients and individual customer and explain the financial products like personal loan and credit cards.
* Developing and maintaining the relationship with the HR(Human Resource) and Finance department of the company to generates the business from the company.
* Solving the queries and responding to corporate clients and individual customers regarding the complaints or problems can be arise using the bank products.

**Minvesta Randstad Company (May 2010 to February 2012) (Hyderabad-India)**

Designation: Analyst

**Responsibilities**

* Worked for the clients of Randstad.
* Assisting the clients with their backend work.
* Ensuring the work is completed on time.
* Checking the quality of work of the team.
* Maintain the relation with the internal and external clients.
* Assist the customer with accurate information and maintain the TAT (Turnaround Time)

**EDUCATIONAL QUALIFICATION.**

* **MBA(Master of Business Administration)** in  **Marketing and Human Resource (HR)** from **Osmania University** completed in the year 2010.
* **Graduation(B.Com- Computers)** from **Jagruthi Degree and P.G college** completed in the year 2007
* **Intermediate(Diploma)** from **Oxford Junior College** completed in the year 2004.
* **SSC (Secondary board of education)** from **Martinet High School** completed in the year 2002.

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**PERSONAL PROFILE**

Nationality : Indian

Religion : Islam.

Date of Birth : 01/01/1987.

Languages Known : English, Hindi,Telugu and Arabic(Beginner)