 **SHAHZAD**

 Email:- shahzad.374080@2freemail.com

 Address: Dubai

**CARRER OBJECTIVE:**-

To secure a position as public relations/**Marketing** professional in order to utilize my administrative, **Marketing** and interpersonal skill with accuracy and efficiency while maintaining a motivated ,productive, and goal oriented environment for the entire professional team on board while maintaining.

 **PROFESSIONAL & PERSONAL SKILLS;-**

* Good Creative Approach.
* Problem Solving.
* Customer or Client Service Skills.
* Accuracy and Analytical skill.
* Ability to lead and motivate team.
* The ability to work under Pressure and deadlines.
* Excellent communication and written skills.
* Ability to accept criticism and learn from it.

**PROFESSIONAL QUALIFICATION:-**

* **MBA (Marketing and international Business**).

 IIPM (MGU) New Delhi in the academic session 2011-13.

**PROFESSIONAL EXPERIENCE:**

* **4 Years in the field of Sales and Marketing.**
* **Currently working with Citi Bank as a Relationship officer.**

 **Company- ICICI Bank (Merchant Services)**

 **Designation- Sales Executives.**

**Place- New Delhi**

**Duration- Aug 2013 to Nov 2014.**

**Company- HDFC Bank. (CASA, CREDIT CARDS)**

**Designation- Sr . Relationship officer.**

**Place- New Delhi**

**Duration- Aug 2013 to Dec 2016.**

**Company- CITI Bank(Credit Cards & Loan)**

**Designation - Relationship officer.**

**Place- Dubai**

**Duration- April 2017 to Till.**

**JOB RESPONSIBILITY:**

* Identifies business opportunities by identifying prospects and evaluating their position in the industry.
* Driving liability sales in form of current and saving accounts, Credit Card, service from branch, core banking operations at branch.
* Researching and analyzing sales options.
* Follow up on daily to portfolio customer to know about their requirements.
* Maintains quality service by establishing and enforcing organization standards.
* Also building good relations with branch key customer and follow him for new business.
* Assist in company profile assessment & listing of the company based on the standards enlisted.
* Call on prospective clients to develop new business and promote wide range of banking products and services.
* Generate leads of customer through field activity, direct customer meetings, references, internet mining & market mapping.
* Ensure quality customer service is delivered.
* Maintaining excellent relations with key clients / business groups to generate referrals as well as build avenues for additional business.
* Meeting productivity norms and monthly target defined by the Bank.
* Preparing daily sales report and sent to Manager.
* Successfully achieved the sales target with high number of approvals and high number of customers
* Strictly adhere & maintain KYC norms compliance. & Follow the norms, regulation & practices of banks religiously.
* Prepare daily marketing sales activity reports.

**KEY SKILL & COMPETENCES**

* Have high sense of urgency and able to make effective decision in a timely manner.
* A highly professional telephone manner and effective at managing difficult callers.
* Identifying daily task that need to be done and delegating them through effective communications.
* Communicating key messages to team member

**SOFTWARE SKILLED:**

* Operating systems : Windows XP,Windows7
* MS Office: word,Excel,Power Point, Outlook

**EDUCATIONAL QUALIFICATION:-**

* **B COM (HONS)** from **J.P** University Bihar in the academic session 2008-2011.
* 12th from BSEB, Patna in the academic session 2006-08.
* 10th from CBSE, New Delhi in the academic session 2006.

**PASSPORT DETAILS:**

* Passport No:- L5826709
* Date of Issue:- 17/11/2013
* Date Expiry:- 18/11/2023
* Passport issue:- New Delhi

**DL DETAILS:-**

* DL No:- DL-0820160366645
* Date of issue:- 03/10/2016
* Date of Expiry:- 02/10/2036
* DL issue:- New Delhi

**PERSONAL PROFILE:**

Date of birth : 28/12/1990

Sex : Male

Nationality : India

Religion : Islam

Marital Status : Married

Languages know : English, Hindi, and Urdu & Arabic.

Preferred Location : Anywhere

**DECLARATION :-**

I hereby solemnly declare that all the above statement given is correct to the best of my knowledge.

Date:

Place: **(SHAHZAD)**