**SUMIT**

Manager with India Experience

D.O.B: 08 -September-1981

Location: Dubai, UAE

Visa Status: Visit Visa

Nationality: Indian

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PROFILE

I am having approx 09 years of professional experience in Administration, Team Handling, Customer services, Public Relation and Business Developer. I have wide knowledge and experience which i use to improve to make the business effective and efficient.

**EDUCATION**

Graduation in B.A (Economics-Honours) -2003

**LANGUAGE**

English - Excellent

Hindi - Excellent

French - Beginner

**SOFTWARE SKILLS**

Proficient in MS Office (Excel, Outlook, Power Point, Word)

PROFESSIONAL EXPERIENCE

**1.** **SWASTIK CAPITAL**

Duration: 01 May 2017 – Currently working

Designation: Relationship Manager

Work Profile:

Customer services by handling call and Provides communication systems by identifying needs and giving best financial guidance

Achieves financial objectives by anticipating requirements,

Mutual Funds, Life Insurance, General Insurance and all financial products business through cold calling, channel partner and Banks

Assess staff performance and provide coaching and guidance to ensure maximum efficiency

Organize and supervise other office activities

**2. STYLAM INDUSTRIES LIMITED**

Duration: 25 June 2016 – 29 April 2017

Designation: Sales Executive

Work Profile:

Selling and Promoting of Laminates, Adhesive, Door skin to Dealers, Wholesalers and retailers

Undertake visits of Jodhpur, Bhilwara, Chittorgarh, Kishangarh, Beware, Nasirabad, Kekri ,Sarwar every month as per direction of company.

Meeting with dealers, agents, Builders, Architects and Channel Partners

Acquisition of new dealers for the company sales

Deepening the size of the relationship with Dealers, whole sellers and retailers by providing the best possible services and being the dedicated point of contact for them.

Organize and supervise other office activities

Provides communication systems by identifying needs; evaluating options; maintaining equipment

Ensure the smooth and adequate flow of information within the company to facilitate other business operation.

**3. IndusInd Bank**

Duration: 06 July 2015 – 27 Nov 2015

Designation: Relationship Manager

Work Profile:

Customer services, Handling bank queries to bank customers and Selling to Insurance ,Mutual Funds and all financial products Recruitment of sales forces person under me and facilitate them to achieve bank aim.

Acquisition of new preferred customers Enhancement of the relationship by promoting products and services as per the profile & need of the customers

Deepening the size of the relationship Retention of the customers by providing the best possible services and being the dedicated point of contact for these customers.

Responsible for handling a Sales team for business and achieving a target

**4. SHRI RAM INFO**

Duration: 01 Feb 2013 – 14 August 2014

Designation: Project Manager

Work Profile:

Team Handling and Overall coordination, supervision of performance of all 33 district facility management services activities as outlined above at state and district level.

Execution and maintenance of all official correspondence, documentation, file handling

Ensuring timely submission of necessary reports to Department of information technology

Necessary escalation and follow up with various project stakeholders to ensure closure of help desk issues.

**5.** **SUNDARAM ASSET MANAGEMENT CO LTD**

Duration: 07July 2007 – 04 Feb 2011

Designation: Assistant Manager

Work Profile:

Mutual Funds business development through Private Banks, National Distributor and Brokers

Performing managerial function, planning and controlling, organizing activity of the company

I am responsible for handling a Sales team for business and achieving a target.

Train and motivate my channel partners to provide a better understanding of market/products.

**6. BIRLA SUN LIFE INSURANCE CO LTD**

Duration: 19 Sept 2006 - 14 May 2007

Designation: Unit Manager

Work profile:

Insurance business development through Banking Channel, Client acquisition, customer services, promoting of Insurance by making awareness through different marketing activities

Insurance Business through cold calling, channel partner and Banks

Physical verification of forms/inventory and reporting to the Head office

Thanks/Regards

**SUMIT**