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**NASIM**

Email: nasim.340711@2freemail.com

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**Objective**

Achieve the organizations objectives by effective and maximum utilization of my capabilities and skills. My vision of growth pictures organizations success in association with that of the individual. To manifest this aim i believe in the skills of motivation, coordination, sincerity and hard work.

**Career summary**

* Enthusiastic banking professional with 2 years of experience.
* Excellent leadership and dynamism skills required to provide a quality service to the customers
* Efficiency to drive product’s competitive edge.
* Thorough knowledge of the banking industry and its procedure.
* Ability to think smart and act accordingly.

**Academic qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **College/school** | **Board/university** |  **year** |
| **MBA (Hr & Marketing)** | Doon business school | Uttrakhand technical university | 2014 |
| **BBA** | Lcb college | Guwahati university | 2011 |
| **12th** | Hojai college, hojai |  AHSEC | 2008 |
| **10th** | Jatiya vidyalaya, hojai |  SEBA | 2006 |

**Work experience**

**December 2014 – till date (2 years)**

**HDFC Bank, India Designation : sales officer**

**Responsibilities**

* Quality acquisition of current account for resident / non-resident Indian.
* Ensure quality sourcing of new customer.
* Penetration of fixed deposit to existing & new customers.
* Generate leads of customer through referral, meeting branch walk-ins customer, associates, e-mailing, direct mailing, ATMS & cold calls in the catchment area.
* Ensure quality customer service is delivered.
* Meeting productivity norms as defined through support of channels & own efforts.
* Strictly adhere & maintain KYC norms compliance.
* Adhere to the norms, regulations & practices of banks religiously and resolve customers` queries and problems.

**Key skills**

* Excellent knowledge of saving account, current accounts, mortgages and insurance.
* Experience of handling large customer database.
* Ability to plan business strategies.
* Overall responsible for cross sales like loans, credit cards.

**Technical skills**

* Well versed with ms office (ms word, ms excel, ms powerpoint)
* Experienced in working on tally 9.0
* Internet savvy

**Strengths**

* Being cool and calm at any situation so that i am able think clearly and solve the problem.
* I always understand the value of time and i am always able to innovate.
* Able to lead and work in a team with good interpersonal skill.
* Quick learner, adaptable to any environment and can work in any shift.

**Extra-curricular activities**

* Won 200m running race in school
* Captain of college cricket team in college and school
* Part of cultural committee in college fest

**Personal details**

|  |  |
| --- | --- |
| Name | Nasim  |
| Date of birth | 31/dec/1989 | Nationality | Indian |
| Sex | Male | Religion | Islam |
| Marital status | Single | Visa status | Visit |
|  |  | Languages known |  Hindi, English & Arabic |

**Declaration**

I hereby declare that the above written statements are true to the best of my knowledge and belief.

 Place :

 Date : Nasim