CURRICULUM VITAE

**Mukesh Kumar**

House No – D- 45 A Ganesh Nagar Pandav Nagar

Complex ,Street no – 7, Near Kali Temple New Delhi -110092

E-Mail:- kumarmukesh05@gmail.com

# 919811019560

# 919818841600

Career Objective

To obtain a position of responsibility in MIS/Operation sector by directing all my skills and abilities at the highest level of creativity and productivity to meet the goals of the organization that promotes my professional and personal growth.

**Name of the Organization : YES BANK LTD**

**Duration : From 1 OCT. 2013 to Till Date**

**Job Title : Assistant Manager - Branch Banking –YES FIRST**

**job responsibilities**

1. Handling a portfolio of 250 Business Banking Customers.

2. Relationship-development expertise that complements the ability to aggressively solid

client base and drive revenue growth.

3. Acquisition of small & medium enterprises.

4. Special Focus on acquiring Trade & FX Client accounts.

5. Focus on high revenue earning accounts ensuring more profitability to the bank.

Maintaining relationship with the business banking customers.

6. To assist the Head Acquisition in planning and Implementation of policies.

7. Deepening existing relationships for some more businees

**Name of the Organization : HDFC BANK LTD**

**Duration : From 24 SEP. 2011 TO 28 SEP.2012**

**Job Title : Personal Banker –Reatil Branch Banking**

**job responsibilities**

* Achieve sales targets and providing Customer service
* Relationship Management for a Portfolio of customers
* Responsible for Cross Sell & enhancing relationship with existing customers
* Customer service to ensure walk in customers issues
* Selling of Investment products like Mutual Fund, Sip Insurance & Current account & Saving account
* Managing Operations like A/c opening, Fixed Deposit, RD Lockers, and Forex etc
* Deepening of existing Current account & saving account relationships
* Generation of referrals from internal database
* Customer acquisition & cross sell to walk in customers
* Report Generation & filing
* Generate business and cross sell all products and services of the Bank
* Enhance the value of existing accounts of Current account & saving account customers. Retention of accounts
* Pins custodian , Retained Cards Debit cards, instant card and chq book
* Generating leads for Saving Accounts, Current Accounts, Credit cards , Assets, Insurance, RD,FD, Demat and E-Broking.
* Handling Non-Cash transactions like DD/MC/TT, Fund transfer, FD & RD closure, Account Closure etc
* Checking of Branch Journal Reports and Instrument Issued (DD/MC) on regular basis
* Processing of Salary uploads of Corporate’ s Employees.
* Handling query for return cheques and resolve that

**Name of the Organization : INDUSIND BANK LTD**

**Job Title : Associate Sales Manager**

**Duration : From 20 AUG. 2009 TO 10 DEC 2010**

**job responsibilities**

1. Handling a portfolio of 150 Business Banking Customers.

2. Relationship-development expertise that complements the ability to aggressively solid client base and drive revenue growth.

3. Acquisition of small & medium enterprises.

4. Special Focus on acquiring Trade & FX Client accounts.

5. Focus on high revenue earning accounts ensuring more profitability to the bank.

Maintaining relationship with the business banking customers.

6. To assist the Head Acquisition in planning and Implementation of policies.

7. Cross selling of third party products (i.e. Insurance & Mutual Funds).

8. Deepening existing relationships for some more businees

9.Handling and Supervteam of 6-10 Associates Manager

**Name of the Organization : ABN AMRO BANK NV**

**Job Title** : **Associate Manager-Business Banking**

**Duration: 1st Feb 2008 to 3 March 2009**

**job responsibilities**

1. Handling a book of 60 Business Banking Client

2. Responsibilities for Acquisition of HNI customers for the bank.

3. Special Focus on acquiring Trade & Fx Client.

4.Focus on high value accounts ensuring more profitability to the bank. Handling

customers and their concern related to Business Banking .

5.Maintaining the high float in every account which is opened by me to give the personel service to the customer.

**Name of the Organizatio : ICICI BANK LTD**

**Job Title** : **Business Banking Executive**

**Duration: 1st Sep 2005 to 31st Jan 2008.**

**job responsibilities**

1. Looking after new Current Account Acquisition and Inward and Outward Remittance.
2. Servicing the own client base of around 20 top client, with there regular account needs.
3. Cross selling various products like Insurance,
4. Handling and Supervteam of 6-10 DCID, S.
5. Handling basis team MIS reports

**Achievements**

Awared with Execllent performance from **ABN AMRO BANK NV**

Got achiver Certificate from super champions league the auguest **NTB** contest-

**INDUSIND BANK LTD**

GotThanks Award for **ICICI BANK LTD** execllent sales and coustemer services

##### Educational Qualification

* 1. 10TH                           BBSE PATNA(Bihar) 1994 - 64%

* 1. 12 TH BIEC Patna (Bihar)   1997 - 59%
  2. BA (Psychology)        BVRA UNIVERSITY ( Muzaffupur) 1997 - 2000-64%

* 1. PGDBA ( Pursuing)     SYMBIOSIS CENTER FOR DISTANCE LEARNING
* **Personal Details:**

House No – D- 45 A Ganesh Nagar Pandav Nagar

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###### **Father’s Name :-** Shri Naval Kishor Prasad

###### **Date of Birth :-** Feb 17,1980

* **Sex :-** Male
* **Nationality :-** Indian

###### **Marital Status :-** Single

* **Hobbies :-**  Listening Music, Playing Cricket
* **Language Known** :- Hindi and English

**Date :-**

**Place :- Signature**