RESUME

**ARUN SHARMA Mobile number: - +91-8527898481**

**+91-9015820828**

House No- 261 Ground Floor

Near Holi Child Public School

Sector-29 Faridabad

Faridabad (Haryana)

Email:arun.vashisht@ymail.com

Email:arun.vashisht25@gmail.com

Pin : 120008

**Professional Objective:**

Seeking assignments in a growth oriented organization where I can gain knowledge and utilize my skills for the benefit of the organization that will also lead to self development.

**Areas of Expertise:**

Customer Service and Sales (Retail Banking).

**Professional Profile:**

**Also worked with Yes Bank Ltd. At Green Park Branch Delhi (from 16th Sept 2013 to 6th March 2014)**

**Designation: Senior Officer**

**Role: Yes Prosperity-Business Relationship Partner**

**Responsibilities:**

**Customer Service and Retail Banking**

* Acquisition of Current Account
* Responsible for ensuring that current account opening process compliant with KYC guidelines and

ensuring all the process comply with the RBI regulations

* Generate the revenue for the Bank through remittances and other cross sell product
* Trade & Forex- Bank Guarantee & Remittances
* Customize product as per the customer requirements
* Plan the activities to acquire New Client acquisition
* Providing support in all the operational activities of bank
* Providing support to subordinates for acquiring new quality current accounts (value build up)

**Worked with ICICI Bank Ltd at FARIDABAD Sector-29 Branch (Since 01st JULY 2010 to 15th September 2013.**

## Designation:Sales Officer

**Responsibilities:**

**Customer Service and Retail Banking**

* Fund transfer through Cheque
* Address change as per the customer request.
* Phone no. update for 'SMS Alerts' of Account transaction.
* E-Mail update for net banking & receiving the statement of own A/c transaction.
* PAN (Personal Account Number) Update in Customer A/c
* Fixed Deposit & Recurring Deposit opening.
* Making Demand Draft & Pay order
* Nomination update as per request of Customer.
* Solve the all query of Customer with dedication.

**Sales Responsibilities:**

* Ensure that the customer queries are attended to and resolve the same in an efficient manner and within stipulated TAT.
* Provide services to the clients and explore maximum business from them.
* Selling life insurance, mutual funds, RD, FD, SIP, saving account , current account, general insurance, home loan, auto loan and personal loan.
* Cross sales of Banking Product.

**Achievements:**

* Opened approximately 450 Saving and 50 Current accounts
* Opened approximately 50 Nri accounts
* Have done 2-3 lakhs monthly insurance from my clients.
* Received award from cluster head,regional head & zonal head in the monthly contest.
* Ranked number 1 in Faridabad CASA Drive in the month of December.

**Computer Proficiency:**

* Computer basics – Internet basics and MS office.

**Strengths:**

Communication skill, excellent relationship with my existing clients, Strong convincing nature.

**Academic Profile:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Diploma** | **Passing Year** | **University/ Institute** | **Course type** | **University/Board** |
| B.A | 2009 | Vaish College of EducationRohtak | Full Time | M.D University |
| 12th | 2005 | Ved Model School Kalanaur Rohtak | Full Time | Haryana Board of Education |
| Matriculation | 2002 | DAV School Kalanaur Rohtak | Full Time | CBSE Board Delhi |

**Personal Vitae:**

Father’s Name : Sh. Mohan Lal Sharma

Permanent Address : H.No.189 Near Old DAV School VPO Kalanaur,Rohtak,Haryana (124113)

Date of Birth : 12th March 1986.

Languages Known : English, Hindi and Punjabi.

Marital Status : Single

Gender : Male

Extra curricular activities : Playing cricket

Hobbies : Listening Music & Travelling

***References shall be furnished if required.***

I declare that all the information provided here is correct and accurate to the best of my knowledge.

**Place:**

**Date:** (ARUN SHARMA)