

RESUME

Name: Amarjeet Singh

Address: House no. 425/6 Parvatiya colony,

Sector- 22 Faridabad (Haryana) 121005

Email: Ad.amarjeet2020@gmail.com

Contact: 9311443094

JOB OBJECTIVE

Seeking a challenging assignment in the industry, this can justify my experience and explore my capabilities to their extent.

Academic Qualification

- 10th passed from Board of School Education Haryana (2010).
- 12th passed from Board of School Education Haryana (2012).
- B.com Passed from IGNOU University (2016).
- Pursuing MBA from IGNOU University (2024).

Work Experience

Area Sales & Portfolio Manager

Company: Tata Motor Finance limited

March 2024 – May 2024

- Manages the functioning and day-to-day activities of groups.
- Communicate with dealer about their accounts, market conditions and economic trends.
- Developing Working with them to develop strategies for selling products or services to specific Dealer (PV & CV limit).
- Manage day-to-day portfolio activities and establish working plan for each project phase.
- Worked with the operations department for the credit profiling.
- Promote high-quality sales, supply and customer service processes.

Branch Sales Manager

Company: Profectus Capital Pvt Ltd.

June 2023 – December 2023

Key Responsibilities

- Ensure Individual productivity and TAT breach % in Pre-sanction and post-disbursement DVU is least.
- Proper understanding of loan documentation for secured and unsecured retail products.
- Retail business loans clients up to 20 cr portfolio size.
- Implements an investment strategy for a fund's assets.
- Generated new businesses via new client acquisition and referrals from different sales channels.

Relationship Manger - Sales (Business loan)

Company: indifi Technologies Pvt Ltd.

January 2022 – June 2023

Key Responsibilities

- Manage lead to disbarment process step by step under company TAT.
- Establish precise targets and key performance indicators for the team.
- Ensuring defined guidelines are adhered during executing critical activities Actively develop best industry practices and innovate.
- Work with internal departments to ensure the company meets clients' expectations.
- Identifying clients' needs and requirements and proposing suitable solutions.
- Coordinate with DSA for required documents and update application status on time.

Associated Executive

Company: Escorts Agri Machinery,

January 2019 - August 2020

Key Responsibilities

- Handling inbound calls in CRM.
- Understanding customers' requirements by asking questions and closing the deal.
- Keeping the customer database maintained and updated.
- Making daily based follow-up reports & forward to (PAN INDIA) dealerships.
- Maintained files and recorded with effective filling system

Front desk - office coordinator
Company: S & J Associates,
October 2017 – November 2018

Key Responsibilities

- Manage Front desk operations, Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet clients and walk-ins in a professional manner, Answer customer queries by telephone, email or in person.
- Take-up other duties as assigned (travel arrangements, schedule etc.)
- Receive letters, packages etc. and distribute them.

Skills

- Familiarity with office machines (e.g., fax, printer etc.)
- Excellent knowledge of MS Office.
- Problem solving and basic troubleshooting skills.
- Administration Activities.
- Strong sales and relationship management skills.

Personal Details

- Father's Name : JASPAL SINGH
- Date of Birth : 9th Nov1995
- Nationality : Indian
- Marital Status : Unmarried
- Religion : Punjabi
- Gender : Male
- Language Known : English, Hindi & Punjabi.

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

(AMARJEET SINGH)

