

Jitendar sharma

Moh Maharpara dankaur G B NAGAR

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✉ sharmajitendar301@gmail.com

CAREER OBJECTIVE: Career enrichments in the field of branch banking with an organization of repute anywhere in India.

CORE STRENGTH

- Planning and Implementation.
- TEAM Management.
- TEAM Work.
- Employee Relations.
- Analytical Skills.
- Client Relationship Management.
- Motivation Power.
- Positive Thinking.
- Good selling Skills.
- Good Knowledge about Product.

EXPERIENCE

- Presently Working with ICICI BANK LTD (G.NOIDA SEC-ALPHA1) since **MARCH 2013** as a Relationship Sales officer in CASA and as well as other financial products.

BUSINESS SKILLS:

- Monitoring of Credit card information for customers and responsible for the smooth progress of the business within the prescribed progress.
- Responsible for keeping a tab/tracking of the end to end process of the credit card detail until it get settled.
- Responsible for receiving all communication sent by third party, merchant and other modes and investigate the same so that a clear communication could be sent to the team.
- Processing the documentation for new clients and Credit card approval in bank applications.
- Part of the process improvement team, to continuously monitor the current process and look for improvements to make the operations run smoothly.
- Obtaining feedback from participants and interfacing accordingly with the concerned people.

CURRENT RESPONSIBILITIES:

- Team Leadership.
- Approval and Setup of Credit Card Customers.
- Co-ordinate to team in achieving the monthly targets.
- Work internal team members to ensure that all required documentation is completed correctly.
- Work around identifying and developing process improvement ideas to increase the efficiency and output of the team.
- Participate in Audits and Reviews.
- Research on escalations and fail management.
- Preparation of full production and quality reports.

EDUCATIONAL QUALIFICATION

Qualification	University/Board	Month-Year
10 th	UP BOARD	2006
12 th (Non-medical)	UP BOARD	2008
B.A	CCS UNIVERSITY MEERUT	2012

EXTRA CURRICULAR

- Won prizes in various Dancing and quiz Contests held in School and college.

PERSONAL DETAILS

Name : Jitendar sharma
Father's Name : Mr.Hari Prakash Sharma
Date Of Birth : 02-07-1992
Marital Status : Single
Languages Known : Hindi, English

DECLARATION

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Place: G.NOIDA (U.P)
Sharma Date:

Signature: Jitendar