

GAURAV KUMAR

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D.O.B- 1st August 1984

Pan No: BDCPK9596B

HOUSE NO. 5/593 DAKSHIN PURI EXTN.DR. AMBEDKAR NAGAR NEW DELHI-110062

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

SUMMING UP

Graduation with Seven years' experience in Sales, Marketing, and customer relationship management.

A well-presented, industrious and highly personable individual who has extensive in-depth experience of the Current account products . Possessing a huge range of abilities from providing support and leadership to the team . Able to gain the trust of customers by interacting with people from all backgrounds. Also having a proven record of contributing to the profitability of previous employers by generating incentive. Now, I am looking forward to a making a significant contribution to a financial institution that offers a genuine opportunity for progression.

EXPERIENCE

☐ **Presently working with HDFC Bank Ltd. As a Branch Senior Sales Officer (Current Account Co ex) from April 2011 to till date.**

☐ **Worked with Tamana Business Solution Pvt Ltd As a Audit Executive from March 2008 to March 2011.**

☐ **Worked with TRENT Limited (A Tata Enterprise). as Sales Executive from June 2006 To December 2007.**

CORE COMPETENCIES

Job Responsibilities:

- ☐ Responsible for achieving the monthly sales targets, assigned to me, for various product and services offered by HDFC Bank, Cross sell new product and service opportunities
- ☐ Follow up on new leads and referrals to generate business
- ☐ Follow the various internal guidelines and procedures of the Bank
- ☐ Ensure customer satisfaction.
- ☐ Resolve customer queries/issues
- ☐ Maintain periodic status reports, including daily activity report and calls/follow-ups made

COMPUTER AWARENESS

- Windows Environment & Internet
 - Ms-Word, Ms-Excel, Ms-Access, Ms-PowerPoint
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EDUCATIONAL TESTIMONIAL

B.A. from Delhi University (Delhi) in 2010.
Intermediate from C.B.S.E (Delhi) in 2003.
High School from C.B.S.E (Delhi) in 2000.

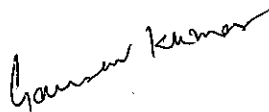
KEY SKILLS

- Dependable and truthful.
 - Ability to keep calm under pressure.
 - Self-starter.
 - Highly disciplined.
 - Having the ability to work accurately.
 - Attention to detail.
 - Relationship management.
 - Comprehensive understanding of client confidentiality.
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PERSONAL

- Father's Name : Mr.Jagdish
- Permanent Resident :House no 5/593 Dakshin Puri Extn Dr Ambedkar Nagar New Delhi-110062
- Mother Tongue : Hindi
- Sex : Male
- Marital Status :Married
- Nationality : Indian

Place: Delhi
Date:.....


Gaurav Kumar