

ARCHANA AMLANI

OBJECTIVE: Explore a challenging opportunity with an eminent organization that would provide a platform to unleash my knowledge & competencies achieving incessant professional & personal growth.

CAREER PROFILE:

3.5 years core work experience working with one of the Top Private Banks & Insurance Channel, Retail Branch Banking. Banking experience has covered Operations, Customer Service, Quality Assurance, Risk Management and Revenue Generation. These multiple dimensions have provided a distinct edge, which along with a strong motivation to excel, make me look forward to a highly successful and fulfilling career path.

COMPETENCIES:

Thorough knowledge of products and procedures.

Excellent People Management and Time Management.

Professionally skilled at networking with Internal and External resources.



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Personal Traits

Strength:

- Ability to make rapid assessment to ensure progress and goal achievement.
- Integrity, dedication and commitment towards work and strong customer focus.
- Willing to explore new things & Good Communication Skills.

Brief Profile & Proficiencies:

Education

Year	Degree	University/ Institutions	Specialization
2011	B.M.S	Bhavan's college Andheri (w)	Marketing-72%
2008	H.S.C	M.k.college Borivali (w)	----- 68%
2006	S.S.C	S.V.P School Kandivali (w)	----- 60%

Currently pursuing M.Com from
Mumbai University.

NISM/IRDA Certified.

Domain Expertise:

New Business Development, Customer Relationship Management, Sales, Negotiation, Team Management, Multi-Tasking, Client Servicing, Market Research, Closure Skills &

Internet, Excel and Power
Point

Examination Certificate in
MS office (Word, Excel,
PowerPoint)

Personal Information:

DOB: 19/12/1988

Sex: Female

managing Office Administration.

- Ensuring customer satisfaction by achieving delivery of service quality norms.
- Strategizing policies & procedures in the operating systems to achieve greater customer delight.

Nationality: Indian
Marital Status: Single
Languages: English, Hindi,
Marathi & Gujarati

JOB PROFILE

**Assistant Manager-
PERSONAL BANKER
RATNAKAR BANK LTD**

(From June 2014- till date)

JOB PROFILE

**CAM
BANCAASSURANCE
HDFC LIFE LTD**

(Jan 2013-june 2014)

JOB PROFILE

**Officer
Branch Banking
ICICI BANK LTD**
(May 2012-Aug 2013)

HOBBIES AND INTERESTS:

- Reviewing & interpreting the market trends/client feedback to attune the business strategies as per the guest requirements & expectations

Employment History & Details:

Full Time Experience:

RATNAKAR BANK LTD

Job Position :- Personal Banker - Customer Service(Borivali branch)

Job Profile :-

- Acquisition of fresh Resident & NRI base for the bank.
- Handling existing Portfolio of Branch with their banking & investments queries.
- Providing assistance to Resident & NRI clients based abroad.
- Meeting the given business targets.
- Generating Fee income by selling Third Party products as well as bank products.
- Ensuring effective implementation of processes for audit compliance.
- Ensuring excellent customer service to existing customers.
- Ensuring smooth functioning of processes and reducing the time lines with effect to various processes.
- Increasing CASA balances and account numbers.
- Managing overall functions of retail banking operations and sales.
- Extensively used Finacle Core banking solution application for report generation (daily, general ledger and exception reports), customer transactions (fund transfers, modification) and Verification of clearing instruments.
- Verification of KYC compliances for account openings.
- Demat share trade, fixed deposits.
- Closure of leads for the branch managing customer profile.

ACHIEVEMENTS:

- Achieved 120% of annual targets for FY 2013-14.
- Won certificates for Health Insurance.
- Won certificates for Life Insurance.

Full Time Experience:

HDFC LIFE

Job Position :- Corporate Agency Manager(Thakur village Branch)

Job Profile :-

- Managing the High Net Worth customers of the Bank
- Achieving the Business targets assigned in terms of cross selling, enhancing and upgrading the High Net Worth relationships
- Profiling Customers and provide investment products to meet customer needs
- To Enhance & Retain customer profitability by capturing larger share of Wallet
- Acquire new customers who meet product criteria through cross-referencing

- Ensuring the highest levels of service to the High Net Worth customers
 - One point contact for all requirements of High Net Worth customers in the Bank
- (Certificate gain from Hdfc life for outstanding performance in insurance)**

Full Time Experience:

ICICI BANK LTD

Job Position :- OFFICER(Borivali branch)

Job Responsibility:

- Responsible for branch banking, (CASA,Insurance, FD products).
- Develop client acquisition through direct selling and lead based selling, of product ranging from life insurance products.
- Responsible for Business targets of product selling, enhancing and upgrading the potential relationships.
- Managing overall functions of retail banking sales.
- Verification of KYC compliances for account openings.
- Closure of leads for the branch managing customer profile.

Playing Piano
Swimming

Signature
