

# ***Sourabh Vishwakarma***

225, Shastri Nagar, near Manohar Cinema, Sanchi Road Vidisha, MP, 464001.

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## **Objective**

To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

## **Professional Work Experience**

- Company : Kotak Mahindra Bank Ltd.
- Experience : From 15<sup>th</sup> sep 2014 to till date.
- Role : Account Acquisition Manager & Customer Service Officer (Backup)
- Designation : Assistant Manager

## **Skills & Accomplishments**

- Strong Knowledge of CASA, IPG Business, Loans.
- Possess strong organization, communication and computer skills.
- Highly capable of successfully contribution to organization.
- Work well independently and as a team member.
- Able to build and maintain solid business relationships with people at all levels.
- Fast learner, adapt well to changes and pressure in the workplace.

## **Nature of work**

- Cash deposit, withdrawal, Inward and outward clearing Rtg, neft, and other customer request.
- Sourcing of CASA a/c, Individual, partnership, etc. and their MAB maintain.
- Ensuring highly profitable customer to branch.

- Cross sales generation.
- Maintaining customer relations and responding queries.
- Sales of CASA, MF, Life Insurance, FD etc.
- Responsible for Operations and Sales.
- Ensuring highly profitable customer to branch.

## Positive Sides

- Strong analytical and logical skills.
- Ability to strategize the plan of action.
- Strong determination for achievement of goals.
- Ability to adapt to changes.
- Professionalism in doing the work and getting the work done.

## Educational Qualification

Degree	University/ Board	Institution	Year Of Passing	Specialization	Percentage
<b>PGDM</b>	AICTE	MITCON Institute of Management Pune	2014	Marketing	60.32%
<b>Graduation</b>	Barkatullah, University, Bhopal	Sunrisers College of Excellence	2011	B.C.A	70.44%
<b>12<sup>th</sup></b>	Madhya Predesh Board, Bhopal	Sunrisers Rajiv Memorial Convent  HSS	2008	Commerce	71.55%
<b>10<sup>th</sup></b>	Madhya Predesh Board, Bhopal	Sunrisers Rajiv Memorial Convent  HSS	2006	General	56 %

## Other Courses

- MS Office, Internet

## Project Undertaken

### PGDM

- **Company** :Win Win Automobile (Authorised dealer of Mahindra & Mahindra),Bhopal
- **Duration** :Two Months (1<sup>st</sup> May 2013 to 1<sup>st</sup> July 2013)
- **Project Title** :Customer Satisfaction Regarding After Sales Services.

### Graduation

- One month internship in APTECH Computers, Vidisha (M.P.) in 2010

## Co-Curricular Activities and Extracurricular Activities

- Promoted successfully YOUTH FIESTA, an Inter Collegiate Mega Competition organized by MITCON Institute of Management, Pune in February 2013.
- Worked as President of Students Council at Sunrisers College of Excellence, Vidisha in 2009
- Won chess competition at Sunrisers Rajiv Memorial Convent HSS, Vidisha in 2007

## Personal Information

<b>Name</b>	Mr. Sourabh Vishwakarma
<b>Father name</b>	Mr. Toran Vishwakarma
<b>Date of birth</b>	5 <sup>th</sup> July 1990
<b>Sex</b>	Male
<b>Marital Status</b>	Single
<b>Language Proficiency</b>	English and Hindi
<b>Domicile Of</b>	Vidisha, (M.P.)

I hereby declare that all the information provided in my resume is true to the best of my knowledge.

Place:

Date:

Signature