

VIKASH KUMAR MISHRA

A-36, 37 Pandav Nagar Shadipur New Delhi-110008

Contact: +91-9311166605 E-mail:- rishi_mishra9@yahoo.com

Sr. Relationship Manager

Client Relationship, sales management, Cross Selling, Financial Planning.

PROFESSIONAL EXPERIENCE

- ❖ Working with **Reliance Money Solutions Pvt. Ltd.** As a **Sr. Relationship Manager** from 7th January 2015 to Till now.

ROLES & RESPONSIBILITY:-

- ❖ Managing and serving HNI Customers portfolio and selling them various financial products and service.
- ❖ Cross-selling to the customers products like Mutual Funds, Bonds, Real Estate, LI etc.
- ❖ Acquire new customers and deliver revenue target.
- ❖ Responsible for the communications with individuals and corporate clients related to short term investment Mutual Fund.
- ❖ Responsible for the final check of full prospectus and of Simplified Prospectus (Documents describing every thing that customers needs to know about MF)
- ❖ Educating the Retail Investors about the schemes of AMC pre sales and converting them to buy these schemes.
- ❖ Preparing Presentations for the clients for their financial solutions and portfolio management services (PMS).

PROFESSIONAL EXPERIENCE:-

- ❖ Worked with **ING VYSYA BANK** as a **Sr. Business Development Executive** from 23rd August 2012 to 31st August 2014.
- ❖ Worked with **HDFC BANK LTD.** As a **Team Manager** from 21st September 2011 to 20th June 2012. And from 20th August 2010 to 20th September 2011 as a **Sr. Sales Officer**.

ROLES & RESPONSIBILITY:-

- ❖ Working as a part of the sales team to develop both new and existing markets.
- ❖ Identifying and then researching potential leads and opportunities.
- ❖ Writing accurate informative sales reports and documentation.
- ❖ Contacting prospective clients via phone and email.
- ❖ Identifying Customers needs.
- ❖ Achieving established sales targets.
- ❖ Cold calling for potential clients via telephone or personal visit.
- ❖ Making appointments to meet a new and existing clients.
- ❖ Identifying and maximizing revenue from existing or new customers.
- ❖ Cross Sell financial product Life Insurance, Health Insurance, Credit Card, Loan etc.

KEY ACHIEVEMENTS:-

- ★ Track record of successful and continuous growth in sales.
- ★ Developed and implemented many new ideas of sales and business development for increasing company growth.

AWARDS

- ☐ *Best Team Manager award in HDFC Bank.*
- ☐ *Many Awards given by Company for outstanding Performance.*

ACADEMIA

- ☐ *PGDM. IIMT Group of College for higher education 2008 - 2010.*
- ☐ *Bachelor of Arts from V.K.S. Universities.*

SKILLS

- | | |
|--|--|
| <input type="checkbox"/> <i>Sales Management</i> | <input type="checkbox"/> <i>Investment Advisory</i> |
| <input type="checkbox"/> <i>Objection Handling</i> | <input type="checkbox"/> <i>Cross Selling</i> |
| <input type="checkbox"/> <i>Business Development</i> | <input type="checkbox"/> <i>Communication Skills</i> |

COMPUTER LITERACY

Basic, Microsoft Office, Windows 2007, XP, Win 7, Win 8.1 and the Internet.

Date of Birth : 01 Feb 1987

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Location Preference: Anywhere

Languages Known : English and Hindi

I here by declare that all the information mentioned above is true & correct to the best of my knowledge and beliefs.

Date:-

VIKASH KUMAR MISHRA