

Mandavi Srivastava

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In quest of challenging role as Marketing Professional which involve client interaction, analysis of client's requirements and designing enhanced solutions. Have almost 2.5 years of experience in driving strategic growth and revenues for Banking organizations, and handling Admin and HR responsibilities. Highly competitive, passionate, persuasive and articulate, able to achieve end-process results others believed to be impossible. Experience in sales & business development, partnership building, client acquisition, servicing and team management.

Professional Experience

1) *American Express Banking Services (AMEX): January 2014 till present – Senior Relationship Officer - Institutional Sales:*

- Been responsible for acquiring new accounts and product methodologies.
- Strategic-relationship/partnership-building skills -- listening skills, solving problems creatively, and use tact and diplomacy to find common ground and achieve win-win outcomes.
- Managed Corporate Activities and thereby generating added revenue and acquisitions for the company. Handles Accounts like: Religare, Yes Bank etc.
- An enterprising leader with strong communication, relationship management and time management skills and handling team effectively.
- Been responsible for acquiring new accounts every month and growing Existing accounts to full potential, generating maximum revenue for the organization.
- Trained team in scheduling meetings with the decision makers, also educating them about the company product (necessity and complexity of updated **product training**).
- Cross-selling of services to existing clients so as to enhance their online identity through various mediums.
- Keeping an upgrade of the consumer and their specifications, they act as a link between the consumer and the company. Manage and cultivate a pipeline of business sales opportunities.
- Good networking with the Business and Corporate heads, which helps in maintaining better relationship with the Client.
- Focusing Lead generation thus an additional step for revenue generation for the sales team.
- Achieved awards for topping the chart – Pan India in the shortest possible duration.

2) Richa Industries : June 2013 till December 2013 – HR & Admin

Convincing clients for PEB Assignment (Pre Engineering Building Materials) and routing their orders to Sales Team. Signing MoU with client, Assisting Sales Team with Order Tracking, and keeping a track of timely delivery. Keeping regular follow-up and closing the Business obtained from them. Ensuring after sales service is provided to its best. Handling entire HR and Office Administration duties with directions from corporate office.

(A) Training & Induction :

- Co-ordinate training carried out in-house, including: sending invitations, reserving and setting up rooms, organizing lunches and collating evaluation forms.
- Maintain and track training sessions for reporting purposes.
- Send feedback evaluation form after each training session.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.

(B) General Administration duties :

- Preparing Attendance.
- Updating Leave Records / Leave Cards.
- Looking after the joining formalities of new joiners.
- Coordinating with stores on various HR & Admin related requirement
- Handling & ordering stationeries.
- Oversee the accounts payable and accounts receivable systems in order to ensure
- complete and accurate records of all moneys
- Administer and monitor the financial system in order to ensure that the branch finances are
- maintained in an accurate and timely manner.

3) IndusInd Bank : - February 2012 till February 2013 – Acquisition Manager

- Plan and implement entire range of marketing activities in IT Companies
- Make corporate presentations effectively selling the capabilities, credentials and project methodologies – Institutional & Corporate Sales.
- Been responsible for acquiring new accounts and product methodologies.
- A proactive planner with abilities in devising effective strategies for promoting products for business excellence.
- An unwavering commitment to customer service, with the ability to build productive relationships, resolve complex issues and win customer loyalty.
- An enterprising leader with strong communication, relationship management and time management skills.
- Contributed actively to product improvements through customer feedback and proactively anticipating market needs.
- Go getter attitude with set ability of team handling.
- Have been achieving Targets Month-On-Month. Had set a new benchmark.
- Have been awarded as Best Performer Nationally.

KEY STRENGTHS

Client Relationship Management

Subject Matter Knowledge

Committed to client service

Excellence Process compliance

Orientation Skill

Analytical Skill

Education

- **MBA**- Specializing in Finance & International Business from Bharati Vidyapeeth (Deemed University) Pune (2012).
- **B.Com** from Kanpur University (2010).
- **HSC**, from U.P. Board, Kanpur (2007).

Corporate Project Studies : INDIA BULLS (Pune)

Project Title: Understanding the Strategies & working of a Financial Sector incorporating Banking Channel at "INDIA BULLS".

Additional Skills :

Efficient in Ms-Office.

Personal Details :

Date Of Birth : 22-03-1988

Marital Status : Married

Language Known : English and Hindi.

I, certify that the above information provided by me is true to the best of my knowledge.

Mandavi Srivastava