CURRICULAM-VITAE

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**Synopsis**

* Having good academic study credentials.
* Willing to work in a competitive working environment by accepting challenges of the new technology.
* Possess exceptional team spirit helping in easy achievement of the organizational & personal goals.

**Academic Qualification**

* B.Sc. from Dr. Hari Singh Gour University Sagar(M.P.) **( 50.3% )**
* 12th from M.P. Board **( 67.1% )**
* 10th from M. P. Board **( 73.8% )**

**Professional Qualification**

* One year UGC diploma in computer field.

**Technical Skills**

* Operating System : Windows 98/2000/XP/Vista
* Application Package: MS Office97/2000/2003/XP/2007

**(Word, Excel, Power Point)**

**Experience**

1. **AXIS Bank Ltd. --**

**Title : Customer Service Branch Banking (Retail)**

**Company :** AXIS Bank Ltd.

**Duration :** 30 Sept. 2013 to Till date

**Designation: :** Officer (Branch Banking)

**Responsibilities:**

* **Over 12 Months’**of successful service for sales/ business development & client acquisition.
* Demonstrated abilities in expanding the market, brand building, and targeting the potential customers.
* Experience in cementing healthy relationship with the clients for generating business and leading
* Workforce towards accomplishing business and corporate goals.
* Leading sales functions and achieving desired targets.
* Work in a systematic manner with the corporate set parameters.
* Responsible for Cross Sell & enhancing relationship with existing customers.
* Customer service to ensure walk in customer’s issues & compliance.
* Managing A/c opening, Fixed Deposit, Instant credit card and other customer’s requests etc.
* Deepening of existing Current account & saving account relationships.
* Generate business from loans and achieve cross sale point From General Insurance, Life Insurance, Mutual Fund, Demat Account and cross sell all products and services of the Bank.
* Enhance the value of existing accounts of Current account & saving account customers. Retention of accounts.
* Make flot plan for monthly and quarterly basis.

1. **HDFC Bank Ltd. –**

**Title : Direct Sales**

**Company :** HDFC Bank Ltd.

**Duration :** April 2011 – Sept 2012

**Designation: :** Team Leader (Direct Sales)

**Responsibilities:**

* **Over 18 Months’**of successful service for sales/ business development & client acquisition..
* Managing A/c opening, Fixed Deposit, Instant credit card and other customer’s requests etc.
* Generate business and cross sell all products and services of the Bank.

1. **HBL Global Pvt. Ltd. –**

**Title : Credit Card Department**

**Company :** HBL Global Pvt. Ltd.

**Duration :** May 2010 – Nov 2010

**Designation: :** Tele Sales Executive

**Responsibilities:**

* HDFC Bank Credit Card Sales.

**Achivement**

* Got Conformation and promote from BDE to OFFICER within 6 Months in AXIS Bank Ltd.

**Strength**

* Always eager to acquire new knowledge.
* Knowledge of computer.
* Ready to work anytime.

**Personal Information**

Father’s Name : Sh. Rajendra Prasad Rawat

Date of Birth : 04-jan-1988

Language Known : Hindi & English

Hobbies : Listening music , Reading Books,

Mailing Address : Room no.12, House no 51 Chakkarpur Gurgaon 122001

Place:

Date: (ARVIND KUMAR RAWAT)