**AJAY SINGH**

**E-Mail: humanajay@gmail.com**

**Mobile: 9958859804,9599410636**

# Working with Kotak Mahindra Bank Ltd as a Relationship Officer. Having more than 3.5yrs experience in financial industry.Seeking assignments in Business Development & Client Servicing with an organization of repute & contribute towards the growth of the Organization as well as my professional growth with using my skills & my knowledge. And getting knowledge about industries & experience regarding my career.



**Abstract**

* A budding professional having **3.5 years of** experience in fields of  **Financial Industry**.
* Currently designated as **Relationship Officer in Kotak Mahindra Bank , Ghaziabad .**
* 2 years experience with **Senior Relationship Manager in ICICI Securities , New Delhi.**
* To deal & maintain good relationship with clients .
* Maintain the client portfolio , selling financial products ( **CASA, MF, Credit cards , TD, assets , share trading , institutional programme , LI ,etc**.) & acquire new customers.
* Good interpersonal, analytical and negotiation skills along with utilizing process-oriented approach towards accomplishment of cost, profit & organizational goals.
* AMFI & IRDA certified

**Academic Credentials**



**Masters in Human Resources & Marketing** from the Institute of Management Studies, Dehradun .

**Bachelor in Science (Physics, Chemistry & Mathematics)** from M. S. College, Saharanpur affiliated to CCS University.

**IT Skills**

* Well versed with **MS Office & Internet Applications.**

**Professional Experience**



**Mar’13 – Oct’14 Kotak Mahindra Bank , Ghaziabad Relationship Officer**

**Feb’11 – Mar’13 ICICI Securities , New Delhi Senior Relationship Manager**

**Key Role:**

* **Client meeting & maintain good relationship with them.**
* **Maintain clients portfolio & sale financial products .**
* **Acquire new customers who meet product criteria through cross-referencing.**
* **Delivering Sales Target assigned to Zone /Area.**
* **Taking care of operations parts also .**

**Academic Projects**



**Organization** : ITC Pvt ltd. Saharanpur

**Title** : Understand the Distribution Channel & How to increase Sale.

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**Time Period** : Jun’09-Aug’09.

**Brief** : This project involved an in-depth analysis of Retailer & Whole seller’s role

For ITC and how they play an important role for company.

**Beyond Curriculum**



* Successfully organized Blood Donation Camp in 2008 & 2009.
* Actively participated in:
  + Youth Empowerment & Skills Program **(YES+ organized by Art of Living).**
  + **Six Sigma White Belt Certification by Benchmark Six Sigma.**
  + Participated in various cultural & sports activities.
  + Personality Development Camp by Surya Foundation.
* Communication Skills & Personality Development conducted by by Ms Vatsala Aggarwal (Corporate Trainer) in 2010
* Personality Development Programme (Hero Mind Mine) in 2009

**INDUSTRIAL VISITS**



* Himalayan Packaging Pvt. Ltd., Selaqui (Dehradun)
* Coca-Cola Plant, Bangalore
* Tea Factory, Ooty
* Mahindra & Mahindra Pvt. Ltd., Haridwar

**Personal Details**



Date of Birth : 20th Nov 1985

Address : Street No-3, Madhuban Vihar Colony , Saharanpur (UP) ,247001

Linguistic Abilities : English and Hindi.