**AMIT KUMAR SINGH**

**Mobile: 9350976849**

**Email Id: rashmithdfc@gmail.com**

**PROFESSIONAL PROFILE:**

**A proactive and dedicated possessing excellent interpersonal skills and team Management with confident communicative ability at all levels, with the drive and ambition to rise to any challenge. Skill to understand the financial service sector in depth and thereby contribute to the growth of the product market,**

**At the same time achieve a responsible & challenging position, which allows me to utilize my skills for realization of organizational goals. To seek career growth with the organization I work with for value addition and symbiotic relationships and to excel in challenging position as in Finance/Management that would help me to get job satisfaction and overall career prospects.**

**CAREER SUMMARY: .**

**1. HDFC Securities Limited (Delhi)  
 Tenure : May 2011 to 28 February 2015   
 Designation : Sr. Sales Manager, Branch Sales  
 Vintage : HDFC Securities Limited: - 3.5Years**

**JOB DESCRIPTION IN HDFC SECURITIES LIMITED:**

* **Handling the team more than 20 people of Sales Executive including one sales manager in south Delhi .**
* **Sourcing of Demat, Trading (3IN1) account with the 20 account productivity per Co-ex. through HDFC Bank branches in South Delhi .**
* **Informs customers of new products or product enhancements to further expand the banking relationships.**
* **High levels of customer service orientation and application of bank policy.**
* **Maintain networks and relationships to keep abreast of competitors activities and develop and maintains effective business relationships in the industry.**
* **Managing the portfolio of HNI customer of the bank. ensuring the highest levels of service to the HNI customers and profiling customers and providing financial planning & investment advice. sales targets spread across liabilities ,retail assets, credit card, online trading etc..**

* **Responsible for meeting the branch wealth business involved in driving the customer engagement cycle.**
* **Cross selling of variant Investments/ Asset products (Life Insurance, CASA, General Insurance).**
* **Responsible for branch demat & trading a/c. business in driving the customer engagement cycle.**
* **Track customer complaints/ queries and turnaround times for customer satisfaction.**
* **Responsible for managing the team involved in driving the customer engagement cycle from lead to operation.**

**2. SMC Global Securities Limited (Delhi)  
 Tenure : August 2007 to May 2011  
 Designation : Sr. Relationship Manager, Open Market  
 Vintage : 3 Years**

**JOB DESCRIPTION IN SMC GLOBAL SECURITIES LIMITED:**

* **Sourcing of Demat, Trading account through open market.**
* **Responsible for generating Equity Broking Revenue for assigned customer accounts.**
* **Track customer complaints/ queries and turnaround times for customer satisfaction.**
* **Responsible for managing the team involved in driving the customer engagement cycle from lead to operations.**
* **Maintain networks and relationships to keep abreast of competitors activities and develop and maintains effective business relationships in the industry.**

**3. Motilal Oswal Limited (Delhi)  
 Tenure : May 2006 to July 2007  
 Designation : Sr. Sales Executive in E- Broking**

**4. IL & FS (Delhi) as a Management trainee in Sales (Feb 2006 To June 2006)**

**ACADEMIC QUALIFICATION: .**

* **Graduation :** Bachelor of Arts from T.M. University, Bhagalpur
* **Intermediate :** Passed withScience Subject from BIEC, Patna
* **Matriculation :** Passedfrom BSEB, Patna

**COMPUTER PROFICIENCY: .**

* **Operating Systems: Windows 95, 98, 2000 & XP Professional.**
* **System Known: Proficient in MS DOS, Windows, MS Office, Word, Excel.**

**ACHIEVEMENTS: .**

* **Team Managements and Time Managements, meeting targets.**
* **Excellent proficiency in Banking Systems.**
* **Learn to handle Multiple Top Priorities simultaneously within time.**
* **Received numerous appreciations from customers and senior management for excellent service provided.**
* **Received awards for outstanding performance from HDFC Sec MD .**
* **IRDA Certified in the year 2012**
* **Capital market dealer module**
* **Derivative market dealer module**
* **Commodity market dealer module**
* **One year diploma in computer application from RCSM.**

**PERSONAL DETAILS: .**

**Nationality : Indian**

**Marital Status : Married**

**Birth Date : 25th November, 1983**

**Languages Known : English and Hindi.**

**Address : 108 B/9 Kishangarh, Mehrauli, New Delhi – 110030**

**HOBBIES & INTERESTS: .**

**Playing Cricket, Listening Music, & Surfing Internet.**

**DECLARATION:**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**

**Date: ……………….. Signature : ..…………………………..**

**Place: ……………….. ( A M I T K U M AR S I N G H )**