RESUME

***PARVEEN KUMAR***

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***V.P.O-SORKHI, TEH-HANSI***

***DISTT-HISAR (HARYANA),125033***

***Email:-*** [***berwalparveen86@gmail.com***](mailto:berwalparveen86@gmail.com)

***OBJECTIVE:-***

Seeking a classical opportunity to serve in your esteemed organization and prove myself worthy in the uplift of the organization.  Aiming to scale heights in analytical skills through which my organization grows.

***EDUCATIONAL QUALIFICATION:-***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year** | **College** | **Marks** |
| **X** | 2002 | Ideal High School, SORKHI | 52.00% |
| **XII** | 2005 | G.S.S.SCHOOL, Sorkhi | 62.60% |
| **BA** | 2005-2008 | Dayanand College ,Hisar | 50.80% |
| **MA (Economics)** | 2009-2010 | Eillm University ,Sikkim | 71.50% |

***WORK EXPERIENCE:-***

1. **Feb 2013 To Sep2014 with Yes Bank Ltd:-**

**Role: Client Relationship Partner (CRP)**

Responsibilities:

* To ensure KYC norm of customer and resolved any problem regarding banking transaction.
* To provide solution to all kind of instruction in accounts.
* Deepening of casa book of existing customer in my portfolio.
* Involved in sales of comprehensive range of customer oriented products i.e. Privilege saving and current accounts as well as cross-selling of other financial products.
* Coordination with central processing unit to resolved discrepancy in account and fix deposit form
* To send MIS on daily basis to Branch Manager regarding new relationship and investment.

1. **Sep 2014 to till Date with Kotak Mahindra Bank Ltd:-**

**Role: - Premium Acquisition Manager (PAM)**

**Grade:-Deputy Manager (M2)**

* To handling the Premium Customer.
* Sourcing Premium Saving\Current account, FD, Insurance etc.
* Send daily basis customer meeting detail.
* Resolved discrepancy in account and fix deposit form.
* Deepening of casa book of existing customer in my portfolio.

*Certification:-*

* I have qualified for Exam of Insurance Regulatory and Development Authority (IRDA).

***TECHNICAL SKILLS:-***

**Proficient in Ms Office (Ms Word, Ms Excel, Ms. PowerPoint).**

***Interests:***

* Playing games
* Reading Books, Newspaper
* Watching TV

**PERSONAL INFORMATION**

Father’s Name: Sh.Rajvir singh

Date of Birth: 21 July 1986

Languages Known: English & Hindi

Marital Status: Married

Date:

( PARVEEN KUMAR)