**Indra Patel**

**Add: flat no 02 yagesh homes sarvdharam B sector kolar road**

**Bhopal (mp)**

**462039**

**E-mail:-**[indra\_patel22@yahoo.com](mailto:indra_patel22@yahoo.com)

**Indra.patel22@gmail.com**

**Contact No.: +91-9926201808,+91-9806907744**

***Seeking job in the field of marketing and communication and business affairs with a growth oriented organization.***

# WORKING EXPERIENCE

**Current Assignment**

**AXIS BANK LIMITED**  Bhopal as Assistance Manager (03 April 2012 to still date)

**Job responsibilities**

1:-Develop new business for the branch.

2:-Handle the customer relationship for the better services.

3:-Promotional activity for the new business.

4:-Planning for marketing and advertisements activity.

5:-Developing business for all type of banking products.

6:-coordination and communication with branch head and branch sales manager for new acquisitions

7:-wealth creation

8:-Providing onsite training to the new employees

9:-Achieve Monthly target

10:-Relationship manager for valuable customer.

Product to sale (CASA N0. CASA VALUE , LIFE INSSURANCE , GENERAL INSSURANCE ,ALL TYPE OF LOAN , CREDIT CARD,CC,OD, MUTUAL FUND, GOLD ETC)

**Achievements**

1:- Won the certificate of Mission Maximize contest of IPG

2:- Won the Certificate of Emerging Star outstanding performance in new BDE group

3:-Got 2 time promotion in axis bank

**Previous Experience:**

**HDFC BANK LIMITED** As a Liabilities Co-Ex at Indore (1st December 2011 to 31th march 2012)

**Job responsibilities**

1:-Maintaining high value products and there acquisitions

2:-Creating relationships with the customer

3:-Responsible for developing new clients.

**LUPIN LIMITED** Pithampur As material manager (store) ,Post Officer, in Bulk project API(9 sep 2010 to 24 November 2011)

**Job responsibilities**

1:- Keeping inventory record and database management.

2:-Purchase order (Working With SAP).

3:-Taking fallow up with vendors and transporters for material.

4:-Provide the material to contractors

5:-SEZ Documentation (ARE 1, Tax invoice, road permit).

6:-Bill of Exports & Bill of Entry File for taking benefit in SEZ CUSTOM.

7:-Deal with the custom Officer and Vendor for Proper SEZ documentation.

## *ACADEMIC CREDENTIALS*

* 2010 MBA DAVV University Indore

(Major subjects Marketing &Minor subjects Human Resource).

* 2007 B.C.A. DAVV University Indore with first division
* 2004 XII M.P. Boardwith 69.3%.
* 2002 X M.P. Board with 79.8%.

***EXTRA CURRICULUM ACTIVITY***

* Winner in kabbadi in national level game one time.
* Winner in kabbadi at state level and participate in nation level.
* 400 huddle race first in division level.
* 400 track race at district level.

## *AREA OF INTREST*

## Making new marketing relation for the purpose of business

## Sales and purchase department of an organization

## Marketing departments of any kind of an organization

## Human Resource departments of an organization

## *COMPUTER LITRACY*

## Ms Office (MS Power Point, Ms Excel, MS word)(working experience)

## SAP (working experience)

## Internet (working experience)

## Software and hardware knowledge (basic)

## *HOBBIES*

## Travelling

## Listening to Music

## Watching sports (cricket) on TV

## Reading news paper

## *LANGUAGES KNOWN*

## English

## Hindi

## *PERSONAL VITAE*

## Father Name : Kashi Prasad Patel

## Mother Name : SiyawatiPatel

## Date of Birth : 1st July 1986

## Marital Status : Married

## *PERMANENT ADDRESS*

## S/o Mr. Kashi Prasad Patel.

## House No201 Ukaraha

## Churahat Sidhi (Dist), M.P – 486771

## Place: Bhopal Indra Patel