***RAJKISHOR RAJAK***

# ***Mobile: +91 7042855504***

# [***Email-***](mailto:Email-soumyashankarde_2@yahoo.com)[***raj.dlh@gmail.com***](mailto:raj.dlh@gmail.com)

***CARRER OBJECTIVE:***

***To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I aim to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.***

***PROFESSINAL SYNOPSIS***

* ***Result Oriented Professional possessing nearly 3 Years Experience in Career.***
* ***Hardworking, Competent & Efficient.***
* ***Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.***
* ***Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills.***

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***:COMPETENCIES:***

***Managing Financial Resources Managing Human Resources Managing Technology***

***Strategic Planning Managing Diversity Managing Change***

***Knowledge Management***

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***EMPLOYMENT SCAN:***

***Name of the Company AXIS BANK***

***Designation Assistant Manager – Branch Banking***

***Duration From Feb’2011 to Feb’2014***

***Roles & Responsibilities***

* ***Update daily production plans to meet customer expectations.***
* ***Develop staffing requirements and plans based on productivity objectives.***
* ***Analyze and resolve operations and workflow issues.***
* ***Monitor and communicate daily, weekly and monthly production data to Operations Manager.***
* ***Executing routine functions of various departments, ranging from retail banking to general administration. Monitoring KYC and AML in new CASA accounts.***
* ***Establishing and maintaining healthy business relations with customer, enhancing customer satisfaction matrices by achieving delivery and service quality norms.***
* ***Managing other day to day branch operational works and responsible for branch audit.***
* ***Responsible for appraising the targeted customers on various products & services of the bank, such as Savings & Current Accounts, Fixed Deposits, Insurance products and other financial products.***
* ***Responsible to cross sale other retail products of bank, such as travel currency card, loans, credit cards etc.***
* ***Retaining customers by providing best possible service in terms of immediate response to enquiries, quick execution of orders & by keeping the customers updated.***
* ***Responsible to retain the HNI customers to provide them best possible service and acquire new business.***
* ***Handling various functions such as NEFT, RTGS, TELLER and Transfers.***

***Name of the Company HDFC STAANDARD LIFE INSURANCE COMP. LTD***

***Designation Management Trainee***

***Duration From Jan’2009 –July 2010***

***Roles & Responsibilities***

*I worked as a management trainee one and half year in HDFC-SLIC, at New Friends Colony branch, New Delhi. The work that assigned to me was to make Financial Advisors for HDFC-SLIC, for the development of the business for the organization. I did some promotional activities; I was the team leader of my team. I was appreciated by my mentor for the efforts that I made for the business development.*

* ***Ensure to greet customers as well as discuss type, quantity and quality of merchandise required for rental.***
* ***Maintain transactions’ records and number of customers ingoing an establishment.***
* ***Develop rental forms; attain customer signature and various information like required licenses.***
* ***Ensure to receive, tag and examine articles for being cleaned, altered, stored or repaired.***
* ***Ensure to clean and service on-site facilities for impressive professional appearance along with affirmative customer service.***
* ***Ensure to sell merchandise across stores and prepare creative sales along with merchandising techniques.***

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***SCHOLASTICS:***

***2010 MBA (Marketing & Finance ) from New Delhi Institute of Management Studies, New Delhi, with 63%.***

***2006 B.Com from Tilkamanjhi Bhagalpur University, Bihar, with 61%.***

***2002 Higher Secondary Examination from B.I.E.C, PATNA, with 59%***

***2000 Secondary Examination from B.S.E.B, PATNA, with 58%***

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***TECHNICAL SHILLS:***

* ***Microsoft Windows XP/Vista,***
* ***MS Office,***
* ***Other Internet Applications***

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***EXTRACURRICULAR ACTIVITIES:***

* ***Undergone a week long “Swagat 2011 Induction Banking Awareness Programme” organized by Axis Bank Ltd.***
* ***I have successfully completed workshop on SOFT SKILLS organized by NIAM at “NIAM INDUSTRY INTEGRATED CORPORATE TRAINING CENTRE”FARIDABAD.***
* ***Won’ CASA FORMULA 1’ Contest and got the certificate by CIRCLE HEAD, Delhi.***
* ***Always participated in Axis bank various campaigns and achieved the targets.***

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***STRENGTHS***

* ***Good Communication Skill.***
* ***Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment***
* ***Sincere & Hardworking.***
* ***Comprehensive problem solving abilities.***
* ***Good Leadership Skills***

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***PERSONAL DOSSIER:***

***Date of Birth : 16th August 1985***

***Residential Address : 1365A/8 1st floor, Govindpuri, Kalkaji, New Delhi-110019***

***Linguistic Proficiency : English, Hindi***

***Gender : Male***

***Declaration - I hereby declare that all the Information Furnished Above are true to the best of my Knowledge.***

***Date:***

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***Place: Delhi (RAJKISHOR RAJAK)***