CURRICULAM VITAE

Ajeet Soni

**14/23 Kotaha Madwas road**

Near T.C.P.C SIDHI ( M.P )

Mobile No: 8827124134,8989724472

E-mail: -soni.ajeet@yahoo.com

## Career Objective

To make positive contribution in the field of customer service, and exploit my aptitude and past experience to the fullest. Learning has always been a key motivator for me and it is the pursuit of this that would drive me to an organization that provides cross functional exposure and development opportunities.

## Summary of Skills & Experience

* More than 4 years and 11 month experience in the Banking and financial sector.

### Career Path

July 2012 – Till Date

Organization : INDUSIND Bank Ltd

Position: Asst.Manager

Location: Bina (Sagar)

Job Profile:

* Managing banking front desk operations for ex. RTGS ,Transfer, cash transactions, teller, etc.
* Efficiently handled inward and outward clearing.
* Servicing and resolution of customer queries effectively
* Effective Customer footfall management.
* Strict adherence to the turnaround time.
* Cross -sell of bank products.
* Worked in banking software –Finacle and other related banking software.
* ATM Reconciliation.

July’ 2010 – July 2012

Organization: ICICI Bank Ltd.

Position: Junior Officer

Location: Jabalpur

Job Profile:

* To undertake Liability of retail banking of Jabalpur location.
* Developing Good personal relation with our clients to generate business.
* Retaining our existing customer by providing them best customer service in our Bank.
* To meet the prospective person & introduce the product.
* To give presentation to Concerned Person.
* To undertake Financial Products CASA MF Gold Life Insurance & General Insurance
* Initiating Cold Calls, and churning cold calls to successful sales.

Notable Credits:

* Best Sales Officer in MP- EAST ZONE 2010-11.
* Successfully surpassed the annual sales targets of CASA.

July 2008 – May 2009.

Organization: HDFC Bank Ltd.

Position: Senior Sales Officer.

Area Indore

Job Profile:

While working as a Corporate Salary Officer in HDFC Bank Ltd. Indore, My job responsibility mainly includes:-

* Handling Indore location and generate sales target with the help of company feature.
* Developing Good personal relation with our Corporate clients to generate business to achieve our given target.
* Retaining our existing customer by providing them best customer service in our Bank.
* Provide leadership and management to the team and continuously review performance to improve their productive on n going basis.
* Product like Salary Accounts, Saving Accounts (Senior Citizens account, Small Saving .

**Achievements:-**

* Secured position in Pan India (ZONE) and promoted as Senior Sales Officer within span of 5 month.
* Certified best Officer in WEST ZONE year 2008-10.
* Successfully surpassed the annual sales targets of Corporate Salary.
* Maintained and developed customer relationship by prompt and efficient service.

#### Educational Qualification:

* Master of Business Administration - 2006-2008

Specialization: Retail Marketing

Bhabha Management Research Institute Bhopal. (Affiliated to Barkatulla University Bhopal)

* Bachelor of Science

Specialization: Biology

Awdhesh Pratap Singh University, Rewa.

Computer Skills:

Language Known: C, C++

Operating System: Windows 98 & DOS

Application Software: MS Office

Personal Traits:

Strong creative instincts coupled with high problem solving & analytical skills.

Strategic Orientation backed solidly with high operational acumen.

Very high personal & Professional Integrity.

Self-Motivated, Dedicated towards work.

Good communication skills.

Personal:

DOB: 5th Feb 1981

Marital Status: Married

Father’s Name: Shri L P Soni

Mother Name: Smt Manisha Soni

Sex Male

Languages Known English & Hindi

Permanent Address 14/23 Kotaha Mohalla

Nr TCPC Sidhi - 486661

Date: Ajeet Soni

Place: