**AMIT JAIN**

16 Madhuvan Colony kherda

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**Aspiring towards Challenging Assignments in Branch Sales function with a reputed Organization preferably in the Banking/Finance Sector**

# Present Organization – Kotak Mahindra Bank Ltd from Jan 2014 to Till Date

Job Profile: Assistant Manager

* Providing the best-acknowledged service to customers at front desk, solving their quarries.
* Liability to increase Branch CASA budget
* Cross selling of third party products like Life Insurance, Mutual Funds.
* Sourcing of New to Bank (NTB) funds for the branch in existing Accounts.
* Responsible for sourcing CA/SA

**Previous Organization HDFC Bank Ltd. – July 2011 to Jan 2014**

Job Profile: *Branch Coex*

* Responsible for sourcing CA/SA
* Responsible for the conversion of Branch leads
* Liability to increase branch CASA budget
* Completion of monthly targets assigned by the bank
* Making cross sales by sourcing Insurance, mutual fund etc
* Handling loan desk.
* Generate new lead.

**Previous Organization Kmal Auto Finance Ltd.**

Since From Feb.07 to may 2011 as a Team leader

**ROLES & RESPONSIBILTIES**

* Handling the sales team
* Preparing the credit memo for customer.
* Verify the status of the customer.
* Founding the details to Jaipur office for further processing.
* Coordination between location & the regional office.

**CORE COMPETENCIES**

* **BUSINESS Development/Marketing.**

Conceptualizing & effectuating innovative business development plans for the purpose of

* Achieving redesigned revenue plans.

**OPERATIONS**

* Supervising credit and collections and sanctioning credits after appraising status as well as post sanction follow-up and disbursal of loan
* Managing Receivables collection from client to ensure nil outstanding
* Identifying loopholes in business plans & suggesting corrective actions to improve the same
* Processing of files, Documentation of files & PDD, BANK PDC Monitoring.

**EDUCATIONAL CREDENTILAS**

* B.Com (With Business administration) from UNIVERSITY OF KOTA. kota in 2005
* .Fundamental knowledge of MS-Office, Tally & Internet.

**PERSONAL PROFILE**

* FATHER’S NAME Sh.Rajkumar Jain
* DATE OF BIRTH 26 Oct,1984
* SEX Male
* MARITAL STATUS Married
* HOBBIES Reading & traveling
* LANGUAGE KNOWN Hindi , English & Rajasthani

**(Refrence Available if required)**

**Shobhit Jain Abhishek Matha**

**Branch Operation Manager Sr. Branch Manager**

**Kotak Mahindra Bank Ltd Hdfc Bank Ltd**

**Bundi Jaipur**

**Mob. No. 9672972021 Mob. No.9828573300**