**PUSHPANJALI GUPTA**

House No.-11, IInd Floor,Krishan Kunj Ext-1 Laxminagar ,New Delhi-110092

** 9654802428 , pushp74@gmail.com**

*Looking for a challenging, growth oriented position where I my skills can be best utilised to improve operations & contribute to Organisation’s success.*

**Profile at Glance**

* Professional with **6 years** of work experience and expertise in handling**Sales & Marketing**
* Successful people manager capable of **empowering** team members to perform at **peak** levels.
* An innate flair for **accepting challenges**; managing **timeliness adherence** in functions and achieving desired **targets.**

**Professional History**

**Associate Sales Manager Indusind Bank**

(Since Dec2013-till date)

* ***Job Profile****: working as* ***Privilege Banker*** *, dealing bank services with high end customers (Privilege, HNI & NRI), providing and assisting them all financial needs, be it financial products or services through enhancing financial knowledge ,building trust, care, and emotions in to them so they can use banking services as easy as anything*.
* Acquisition responsible for the verification of Account Opening forms (Saving,Current,Fixed

deposits) as per KYC norms Bank and RBI circulars.

* Planning & implementing the business strategies, joint field working with team members to

motivate them & on field training.

* *Market mapping, customer mapping, competitor mapping in the geography assigned.*

**Finance Manager Globus Cars Pvt. Ltd**

**(**since April 2013-Oct 2013)

* Responsible for maintaining a proper business discipline and environment within the area you will
* Adhering to all KYC guidelines and following compliance directives for banking.
* Reporting to the **Director** with **super-visionary** roles on 2 Agencies with a team 15+ employees.
* Responsible for **increasing profitable growth and market share** by segmenting agents, working closely with fields sales and **building support** for the field sales leaders and their relationships with the tier agencies.
* Handled **MIS** and **Customer related Queries**

Team leader-  **HBL Global Pvt.Ltd,HDFC Bank**

**(*Since February 2010–March 2013)***

**Work Profile**

* Supervising a team of 10-12 Sales Executives, which included **sales support, administration and trainings** with respect **achieving desired targets**.
* Responsible for increasing **profitable growth of auto loan**, working closely with fields sales and **building support for the field sales leaders** and their relationships with the respective agencies.
* Quality concept to be maintained with respect of KYC norms practiced under Banking standards
* Customer Queries & Complaints in auto loan were handled with utmost care and retaining them with best efforts.
* Participate in daily sales review meetings and Status updation.

RELATIONSHIP MANAGER **Amiable Marcom Services Pvt.Ltd.**

(*January 2008 –December 2009)*

**Work Profile**

* Track field sales representative activities and agent visits and communicate best practices.
* Responsible to delivering the sales targets as defined for each month based on the team composition.

Team Member-Reconciliation **BARCLAYS PRIVATE LTD**

**(*November 2006 –December 2007)***

**Work Profile**

* Reconciliation of Barclays **internal/Nostro account**s and **identifies potential exposure** to the company **AR outstanding**, dealing in **Mark-ups & Switches**.
* Switching one account with another account for clearing outstanding entries.
* Proactively check in to the possible mark-ups for the outstanding entries and sending them to concerned department for **Clearance**
* Creating cases on entries which are 5 days and above on the account.
* Actively reviewing of the outstanding entries after every 10 working days.

**Achievements**

Awarded with certificate and TV on achieving targets when working under **Amiable Marcom.** The Products catered were Personal Loans,Auto Loans & Business Loans.

**Qualifications**

**Professional:**

* Pursuing PGDBA (Finance) from Symbiosis Pune (2013)
* Advance Diploma in MS Office & Windows

**Academic:**

* Bachelor of Commerce , GNDG Commerce College, Assam (2002-2005)
* Intermediate Education, Nowgong College, Assam (2000-2002)
* High School Education, SEBA Board, Assam ( 1998-2000)

**Languages Known**

Hindi, English & Assamese

**Hobbies**

Listening to Music & Playing snooker

**Personal Details**

**Date of Birth**  18th June 1984

**Marital Status** Single

**Father’s Name** J.P. Gupta

**Gender** Female

**Nationality** Indian

**Declaration**

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

**(PUSHPANJALI GUPTA)**