**Najme Alam**

**Phone:** 07838572326; **E-mail:** najme007@gmail.com

**Present Address :** 46 B Block No 12 Sector 99 Noida (UP)

PROFESSIONAL OBJECTIVE

To lead, challenge and be challenged in the banking industry or business development opportunity. Analyze and improve marketing, sales and operational performance.

ACADEMIC QUALIFICATION

|  |  |  |
| --- | --- | --- |
| 2011 | Master of Business Administration  (Finance & Marketing ) | Lovely Professional University,  Phagwara (Punjab) |
| 2009 | Bachelor of Business Administration  (CCS University Meerut) | Shri Ram College  Muzaffarnagar (UP) |
| 2006 | H.S.C. EXAMINATION  (UP Board) | Islamia Inter College  Muzaffarnagar (UP) |
| 2004 | SECONDARY SCHOOL EXAMINATION  (UP Board) | Islamia Inter College  Muzaffarnagar (UP |

WORK EXPERIENCE

Organization : Kotak Life

**Designation** : Assistant Manager

Duration : 15th June 2013 – Till Date

Work Place : Noida, Uttar Pradesh (India)

Work Description:

* Communicating with the mapped customers and generate a physical meeting.
* Meeting and profiling the customer.
* Educating them about our product and services.
* Need based analysis & building a good relationship with customer.
* Proposing the long term and short term investment according to the profile of customer.
* Timely providing the best services to your mapped customers.
* Responsible for increasing the Asset Under Advice (AUA), Portfolio management, Client profiling and analysis, Data Management, MIS Reports, Servicing and overall management operations pertaining to Salary Channel-Noida, and in the process achieving revenue targets.
* Preparing periodical reports and MIS for monitoring business processes & performance.
* Mapping business requirements and coordinating in developing and implementing processes in line with the preset guidelines and the specified TAT.
* Ensuring compliance with KYC, Documentation Requirements & Audit pertaining to RBI regulations as amended from time to time.

**Privies Organization –September 2011- June 2013**

* **HBL Global Pvt. Ltd.** as a (BDR) **Business development representative** work for **HDFC BANK Ltd.**

Location “Sector 5 Rajandra Nagar Sahibabad Ghaziabad (U.P.)

**Key Roles:**

* Credit cards, Casa, life insurance, Mutual fund, Fd, Rd, & all financial products
* Customer co-coordinating to Good relation
* Contractibility updation
* Completion of customer instruction
* Follow through on issues in a timely manner
* Preparing or generating and analyzing of various MIS reports weekly, and monthly.
* Maintain the Audit report as per guideline

SUMMER INTERNSHIP

Client : India bulls securities limited in Gurgaon, (Haryana)

**Project Title** : Ratio Analysis

**Duration** : 60 days summer internship program

**Description** : comparison of different financial ratios for Five years

MBA PROJECT

**Project Title** : An Application of CAMEL Model-Nationalized Bank

**Duration** : 6 Month

**Description** : Performance Analysis of Nationalized Banks in India An application of CAMEL Model

AWARDS & ACHIEVEMENTS

* Having NCC ‘A’ Certificate.
* Having NCC Camp Certificate of Agra (U.P.)
* Having a (IPR) certificate.
* Participated in a workshop of intellectual property right conducted by “**Punjab state** **council for science & technology(PSCST),** Chandigarh”

EXTRA CURRICULAR ACTIVITIES

* Participating in management fests.
* Working as a coordinator for the events in the Institute.
* Participate in Business Simulation Game.

SKILL SET

* **Application Packages:** Due expertise on use of MS Office package (MS Excel, MS Word, etc.) and experience and knowledge of use, search and applications of varied important Internet sites.
* **Financial Accounting and Management:** Basics of Accounting, Financial Management (Ratio Analysis, Project Analysis, Cash Flow Statement, Fund Flow Statement and Working Capital Management).
* **Derivatives-** Forwards, Futures, options, Mutual fundHedge funds**.**
* **Operating System:** Windows XP, Windows Vista, Window 7.

PERSONAL PROFILE

**Father Name :** Mr. Faraghat Ali

**Date of Birth :** 04th June 1989

**Gender :**  Male

**Language :** English and Hindi

**Nationality :** Indian

**Marital Status :** Single

**Permanent** **Address :** House No 483, Mohalla Jahangir, Village Post Soozru,

Distt. Muzaffarnagar, (U.P.) 251003

**DECLARATION:**

I hereby solemnly declare that all information provided above is true and complete to the best of my knowledge. If I get a chance, I will try hard to prove myself for good work and result orientation.

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**Place: Noida (UP) NAJME ALAM**