**Sandip H Lalvani**

Room No 1 ,DayaKini Building,

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**OBJECTIVE:**

To work in challenging position and utilize my proven abilities &contribute to the organizations and my professional growth, applying my skills in strategic thinking, organizing and leadership to motivate teams for optimum performance.

**PERSONALITY PROFILE:**

* + Quick learner adapting to available tool to accomplish task successfully.
  + Strong analytical, communication and interpersonal skills.
  + Excellent management and team handling skills.

**ACADEMIC QUALIFICATION :**

* **T.Y.Bcom** (2009-10) Second Class 55% (A.V. Vartak College, Vasai)
* **HSC** (2006-07) First Class 60% (New English junior college .Vasai)
* **SSC** (2004-05 First Class 61% (St Xaviors High School Vasai)

**WORK EXPERIENCE:**

* Working with **Axis bank**

as an officer sales from April 2011 till date.

**CURRENT ROLES AND RESPONSIBILITY**

* Handling a portfolio of preferred clients of a particular Axis Bank branch.
* Generating new referrals/leads from existing clients and cross selling various Third Party Products to them.
* Liaising with the Product, Marketing & Promotions team for undertaking promotional work from time to time for awareness and lead referral generation.
* Analyzing potential of non-preferred clients and successfully raising them to preferred category
* Liaising with the Wealth Advisory Department for managing financial portfolio of HNI Clients.
* Involvement in official and unofficial (local) tie-ups with various agents for lead generation.
* Handling branch HNI customer walk-ins from time to time.
* Handling customer queries and timely resolution, with preferred client queries being on priority.

**PRODUCTS SOLD TO CLINTS**

* Life Insurance
* General Insurance
* Mutual Funds
* Home Loans
* Online Share Trading
* Bank Accounts

**SKILLS:**

* Experience with operations skills in the field of banking and finance industry.
* Proficient in using MS Office products (Excel, Word, Powerpoint, Vision, Access) & MS Windows all versions.
* Knowledge of Tally 7.2

**PERSONAL DETAILS :**

* Date of birth : Jan 16th 1989
* Marital status : Single
* Nationality : Indian
* Mother tongue : Marathi
* Hobbies : Swimming, Listening music, watching movies, playing cricket.

**LANGUAGES :**

* English, Hindi and Marathi.

(Sandip H Lalvani)