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| **RESUME** |
| **SANDEEP KUMAR** |
| |  |  | | --- | --- | | **Home Address:** VILLAGE SHAHPUR, P.O. LODHIMAJRA,  TEH. BADDI, DISTT.SOLAN (H.P)-174101  **Email:** sandeepsharma0641@gmail.com  **Date of birth:** 2nd March 1980 | **Mobile:** 09318792427  **Nationality:** INDIAN | |

**CAREER HISTORY**

**Presently Working**

**With Unicorn HR Management Solutions Pvt. Ltd**

**As a Accounts assistant Cum Sale officer from Feb.2014 to**

* Responsible for Receivables payments from companies and Purchase Accounting related works like (TDS Return, Service Tax Return, etc).
* Responsible for taking new contract in companies.
* Handle the client security related problems.

**YES Bank Ltd. Oct 2012- to June 2013**

**Sr. Office**

***Responsibilities:***

* Acquisition of Saving and Current Accounts.
* Deepening of Existing CASA for AMB (Average Monthly Balance).
* Cross Sell of Life Insurance, General Insurance.
* Providing Services to the mapped Portfolio of Existing Customers.

**ICICI Bank Ltd Sept 2010 – Sept 2012**

**Sales Officer**

***Responsibilities:***

* Interacting with Direct to customer
* Responsible for selling the entire sales target assigned by the company.
* maintaining and developing relationships with existing customers via telephone calls ,cold calling to arrange meetings with potential customers to prospect for new business
* Handling customer for selling various retail banking products (Saving A/c, Current Account, FDR,) ICICI Prudential Life Insurance products
* Rendering suggestions to clients for buying banking solutions based on their financial capability and needs.

**HDFC Bank Ltd. March 2007 – August2010**

**Senior Sales Officer**

***Responsibilities:***

* Responsible for Selling of Retail Banking Products .
* Responsible for selling the entire sales target assigned by the company.
* Identifying and networking with prospective clients, generating business from the existing accounts and achieving profitability and increased growth.
* Building and maintaining healthy business relations with customers; managing operations to ensure efficiency and increased customer satisfaction.

**Virgo Industries June 2005 – Feb. 2007**

**Accounts Assistant**

***Responsibilities:***

* Looking after Payables, Receivables and Sale & Purchase Accounting related works like (Sale Tax Return ,TDS Return, Service Tax Return Etc).

**EDUCATION AND QUALIFICATIONS**

* Matriculation from H.P.B.S.E Dharmshala.
* 10+2 from H.P.B.S.E Dharmshala.
* Graduation from HP University Shimla.
* MBA from Sikkim Manipal University .

**ACTIVITIES AND INTERESTS**

* Playing Cricket, Chess.
* Visiting Historical Places.

**Declaration**

* The above furnished details are correct to the best of my knowledge. If given an opportunity I shall try my best to bring reputation to your esteemed organization.

Place…………….

Date …………. (Sandeep Kumar)