**NEHA JAIN**

Hira Laxmi park, Opp.civil hospital

Alibag – Raigad.

🖁 8806355500

Email id: neha.jain.17.88@gmail.com

**PERSONAL SUMMARY**

A well presented, industrious and highly personable individual who has extensive in-depth experience of the entire banking industry. Possessing a huge range of abilities from providing support and leadership to junior staff right through to being able to successfully sell the money, credit and products of a bank. Able to gain the trust of customers by interacting with people from all backgrounds. Also having a proven record of contributing to the profitability of previous employers by generating income and revenue growth & now looking forward to further develop my knowledge of banking operations as well as managing of associates, time & money to a financial institution that offers a genuine opportunity for progression.

**CAREER HISTORY**

1. **Sept 2013 – june 2015 : Assistant relationship manager**

**PNB Metlife Ind. Ins. Co. Ltd.**

Worked as an Assistant Relationship Manager in Bancassurancechannel.

Dealing with thebankers and getting business done through them.

1. **Dec. 2011 – Oct. 2012 : Cluster Manager**

**Adarsh Credit Co-operative Society**

Worked as a Cluster Manager handling a female team motivating them for new business, providing them with frequent training and product knowledge & looking after new recruitment.

1. **June 2009 – Oct. 2011: Senior Sales executive.**

**HDFC Bank Ltd. Pali – Marwar**

Worked as a sales executive giving customer services looking after new account opening, achieving the target and looking after cross sales of bank like policies and other assets & liabilities.

**DUTIES**:

* Ensuring the smooth running of basic banking transactions.
* Looking after the short term and long term funding requirements of business clients and individual customers.
* Advising clients on mortgages and raising loans.
* Building relationships with high net worth individuals.
* Working closely with small and medium sized businesses.
* Putting into effect new procedures and policies passed down from Head Office.
* Handling customer queries face to face, over the phone or via correspondence.
* Marketing new financial products or services.
* Advising companies on how to effectively use their money to grow their business.

**PROFESSIONAL EXPERIENCE**

**Banking Competencies**

* Thorough understanding of banking procedures.
* Strategic planning.
* Presentation and sales skills.
* KYC.
* Good knowledge of finance and accounting.

**Personal**

* Relationship management.
* Excellent negotiating skills.
* Comprehensive understanding of client requirement.
* Methodical and organised.
* Initiative and ingenuity.
* Ability to motivate subordinates.

**KEY COMPETENCIES AND SKILLS**

* Customer handling.
* Strategic planning.
* Team building.
* Retail banking.
* Portfolio management.
* Business Development.
* Cross selling.

**ACADEMIC QUALIFICATIONS**

MDS University 2009-2011

M.Com in Account & Business Statistics

**PERSONAL PROFILE**

Name : Neha Jain

Father Name : Hasmukh Jain

Date of Birth : 17 Sept., 1988

Passport No. : J4092401

Marital Status : Married

Blood Group : B+

Telephone No. : 8806355500

**REFERENCES**- Available on request.

(Neha Jain)