Curriculum vitae

## Name - MR. MAYUR RAMNIKBHAI PATEL

## Father name - MR. RAMNIKBHAI TALSIBHAI PATEL

## Date of Birth - 31ST JULY, 1992

## Address -G-402 VASTUKALA APPT.

## SINGANPORE CHAR RASTA

**VED ROAD SURAT**

## Contact No -8140248963

## E-Mail -patelmayur310792@yahoo.com

## Marital Status -UNMARRIED

## ACADEMIC qualification -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.no** | **Class** | **Board/Institution** | **Marks (%)** | **YEAR OF COMPLETION** |
| **1** | **X** | **MAHARASHTRA STATE BOARD** | **64.61** | **MARCH 2008** |
| **2** | **XII** | **MAHARASHTRA STATE BOARD** | **57.33** | **MARCH 2010** |
| **3** | **B.COM** | **UNIVERSITY OF MUMBAI** | **66.87** | **MARCH 2013** |

**Professional Qualification-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.no** | **COURSE** | **UNVIERSITY** | **MARKS (%)** | **YEAR** |
| **1** | **Post graduation** | **IFBI** | **81** | **2014** |

**WORKING EXPERIENCE -**

Working in **ICICI Bank**

As a **Senior Officer** May 2014-present

* Responsible for managing day to day operation and balancing a high volume of cash on consistent basis

**DUTIES:-**

* Ensuring smooth running of business transactions.
* responsible for cash management
* Opening new bank accounts for individuals and also companies.
* Handling customer queries face to face, over the phone or via correspondence
* Maintaining a professional image at all times.
* Answering any financial and banking queries.
* Marketing new financial products or services.
* Advising clients on mortgages and raising loans.

***BANKING COMPETENCIES***

* Thorough understanding of banking procedures.
* Presentation and sales skills.
* Good knowledge of finance and accounting.
* Understanding the basic needs of each and every customers
* Dealing with customer’s quires and solving them effectively and efficiently.

**PERSONAL COMPETENICES**

* Dependable and truthful.
* Ability to keep calm under pressure.
* Self starter.
* Highly disciplined.
* Having the ability to work accurately.
* Attention to detail.
* Relationship management.
* Excellent negotiating skills.
* Comprehensive understanding of client confidentiality.
* Methodical and organised.
* Initiative and ingenuity.

**Reference: Eshant Jain (9426732221)**