**Aman Dua**

**Mobile: 9878607098**

**Email:** aman.hazara@yahoo.com

**CAREER OBJECTIVE**

To work in an organization at a suitable position where I can get enough opportunities to learn & explore to the best of my abilities by my hard work and achieve success.

**PERSONAL SKILLS**

1. Ability to learn new things quickly and work as a team.
2. Ability to communicate effectively with the team members.
3. Capacity to work in team or individually and take up responsibilities.
4. Ability to identify, respond and resolve the diverse needs of the customer.
5. Setting the own goals of sales target and completing them within the decided time frame.
6. Good communication &Strong sales and service skills.

**PROFESSIONAL EXPERIENCE**

**Commercial Business Executive**-**DCB Bank**

Working since January 2015

**Responsibilities: -**

1. Managing the High Net Worth customers (DCB Bank Preferred Banking Program)
2. Achieving the Business targets assigned in terms of cross selling, enhancing and upgrading the customer relationships.
3. Ensuring the highest level of service to the customers
4. Financial planning & Investment Advice.
5. Generated new business & achieved targets.
6. Looked after selling the mutual fund/ insurance policies / Loan offered by Bank.

**Major Achievement**

* Branch opening with more than 60 Lakhs.
* Winner of **July Ki Jung**contest (first position in PAN India)

**Senior Sales Executive**-**HDFC Bank**

September 2013 to December 2014

**Responsibilities: -**

1. Handling daily sales activities of the bank and reported to the bank manager.
2. Assisting the sales manager in various capacities
3. Performed new business from existing clients and engaged in client servicing.
4. Assisted customers with open new accounts, withdrawals and deposits.
5. Applying new ideas in sales strategies that help to meet the hard targets and deadlines swiftly.
6. Compile sales reports and presented to senior sales management.

**Major Achievement**

* Achieved CASA book more than 50 lacs in 4 months of joining.
* Achieved the Goal sheet targets before the stipulated time.

**ACADEMICS:**

* Bachelor of Computer Applications (**BCA**) from Guru Nanak Dev University 2010-2013
* Passed higher secondary (10+2) from P.S.E.B. in the year 2010
* Passed 10th from P.S.E.B.

**ADDITIONAL QUALIFICATION:**

* Advancediplomain Computer Applications

**COMPUTER SKILLS**

* Windows-XP, Vista, Windows 7 & 8
* Good presentation skills.
* Internet & E-mail.
* Software Installation.
* Microsoft Excel, Microsoft Word, Microsoft Power Point.

**PERSONAL PROFILE**

**Father’s Name :** Joginder Pal

**Date of Birth :** 23-March-1990

**Language :** Hindi, English, Punjabi

**Hobbies :** Playing Cricket, Listening Music, Watching TV, Traveling &Adventure.

**Address :** V.P.O. Hazara, Jalandhar

***“I hereby declare that the above information's are true to best of my knowledge.”***

***Date: - (Aman Dua)***