**Manoj Kumar Singh**

Address: Atarpura colony near railway crossing, Gajraula

Distt: Amroha

**Mob no –** 8057511000,8650503700

**Email id –** manoj.81gill@gmail.com

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**Career Statement:** Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging & creative environment.

**Professional Experience**-

**IndusInd Bank Ltd**

I am presently working with IndusInd Bank Ltd as a Associate Sales Manager of western up(Meerut, Moradabad, Hapur and Rampur) in Government Business Group.

**Organisation :** IndusInd Bank Ltd

**Designation :** Associate Sales Manager (Western UP)

**Tenure :** From 5 April 2013 to till now

**Responsibilities Undertaken**

* Acquisition of Government business accounts and maintaining healthy portfolio of the same.
* Meeting with gazatted Officers and developing banking relationship.
* Handling portfolio of government business accounts and taking care of mapped accounts for increasing value of funds
* Sourcing of new government business accounts.
* Coordinating with government department i.e. Nagar Nigam, Development Authorities, UPSIDC, UPRNN, Bridge Corporation, Defence Salary Accounts, &Defence Private Funds etc.
* Have good understanding of KYC norms , Bank and products processes, Banking software ie. Finacle Finware etc.
* Achieved Rewards and Recognition for CASA productivity

**HDFC Bank Ltd**

**Organization** : HDFC Bank Ltd., Gajraula

**Designation** : Sales officer(RIG)

**Tenure**  : From 12 Sep 2012 to 28 March 2013

**Responsibilities Undertaken**

* Developing Banking relations with Corporate Clients and creating demand in the market.
* Handling Business Account Opening In Branch And Ensuring Completion Of branch Targets.
* Presently focusing on Agri business Account.
* Handling 8-10 members team for account opening (RIG) and Kissan credit card
* Handling clients of sugar mills for account opening of farmers.

**JKV Land Developer & Infrastructure Ltd**

**Organization** : Jkv Land Developer & Infrastructure ltd

**Designation** : CSC Incharge

**Tenure**  : From Dec 2010 to Aug 2012

**Responsibilities Undertaken**

* Checking the eligibility/supporting documentation of Proposal Form, Initial underwriting
* Handling the branches queries about proposals status/refund Cheque and discrepancy resolution
* Daily reconciliation & updating cheques & cash collection.
* Handling the customers & customer related issues, Query’s and complaint resolution.
* Managing the entire branch operations.
* Maintain daily /monthly MIS’s report.
* Maintaining daily cash handling.

**Max New York Life Insurance Ltd**

**Organization** : Max New York life insurance

**Designation** : Sales officer

**Tenure**  : From Mar 2008 to Dec 2010

**Responsibilities Undertaken**

* Developing & executing effective sales plans for life insurance products to assure achievement of agreed-to volume, market share and profit objectives.
* Handling sales & marketing operations; implementing sales promotional activities as a part of brand building and market development effort.
* Verifying documentation & complete proposal form formalities
* To complete all the formalities for Early Claim settlement

**Educational Credentials**

* M.A-M.J.P. Rohilkhand University, Bareilly in 2003
* B.A- M.J.P.Rohilkhand University, Bareilly in 2001
* XIIth-U.P. Board, Allahabad in 1998
* Xth – U.P. Board, Allahabad in 1996

***Strengths***

* Hard work, Disciplined and systematic approach towards work have always been the best qualities to describe me.
* Hands on experience in various facets of Retail Banking
* Possess superior leadership, supervisory and communication skills

**Computer skill**

* (M.S.office, Internet).

**PERSONAL INFORMATION-**

Father’s Name : Mr. Fathe singh

Date of Birth : 27 July 1981

Nationality : Indian

Marital Status : married

Permanent Address : atarpura colony near railway crossing gajraula

Distt: Amroha

Contact No. : 8057511000,8650503700

Email : [manoj.81gill@gmail.com](mailto:manoj.81gill@gmail.com)

Date :

Place Gajraula (Manoj Kumar Singh)