#### RESUME

#### Radha Raman

Address:House No: 2648 , Adarsh Nagar

Ballabgarh, Faridabad

Haryana .121004

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**OBJECTIVE:**

Apply my skills as a content expert to a new challenge with a company which is focused on product, dedication and ingenuity**.**

**PROFESSIONAL QUALIFICATION:**

**Masters of Business Administration** from **M.D.University (Rohtak**). Specialization in **MARKETING** **Batch (2008-10).**

**ACADEMIC QUALIFICATION:**

* Graduation B.A from M.D.University Rohtak in the year 2008.
* 12th from Haryana Board. in the year 2005.
* 10th from Haryana Board. in the year 2003.

**WORK EXPERIENCE:**

* **Organization : HDFC Bank ltd.**
* **Job profile : Merchant services (POS) credit card machine department.**
* **Period : 3rd December 2011 to 4th December 2012.**
* **Designation : Sales Executive.**

**WORK EXPERIENCE:**

* **Organization : Kotak Mahindra Bank Ltd.**
* **Job Profile : Retail Liability (CASA)**
* **Period : 10th December 2012 to till date.**
* **Designation : Assistant Manager**

**STRENGTHS:**

* **Positive Attitude**
* **Self motivated**
* **Hardworking**

**KEY RESPOSIBITIES**

* Responsible for the solve query of Customers.
* Monitoring and managing the sales Activities.
* Identify the potential customers & picked up Business from them.
* Explore new market & organize presentation at customer place.
* Maintaining regular contact with existing as well as potential customers.

**CONTRIBUTION**

* Successfully implemental Company’s policy and procedure.
* Developed and implemented high performance customer service system.
* Simplified company’s procedure easily understood by customers.

**COMPUTER SKILL :**

* M.S.Office (Word, Excel, PowerPoint) etc.
* Internet Surfing

**HOBBIES:**

* Making good friends.
* Watching news.

**PERSONAL PROFILE:**

* **Father’s Name :-** Mr. Padam Singh
* **Mother’s Name:**- Mrs. Shanti Devi
* **Date of birth** :- 15th June 1987
* **Marital status :-** Married
* **Nationality :**- Indian
* **Languages Known :-** Hindi & English
* **Salary expected :-**  Negotiable

**Date:**

**Place:**  **(RADHA RAMAN)**