# Sunil Gurnani

**A/84, Goyal Complex, Nr. Sandesh Press, Vastrapur, Ahmedabad -380015**

**(R) 079- 26766467 (M) 9898806371**

**Email: sunilgurnani@yahoo.in**

* **PROFESSIONAL EXPERIENCE:**

**~ April 2009 to till date**

**AXIS BANK Ltd, AHMEDABAD**

Presently working at the post of **Dy. Manager** Operations in Bopal Branch Ahmedabad, handling all front desk operational activities and well versed with banking software-**FINACLE.** The key areas of my work includes:

* Cash management services- handling all activities of CMS, processing of all local and outstation cheques, timely reporting of it to the respective clients, solving the queries of it, preparing of daily CMS reconciliation reports.
* Demat timely processing of delivery instructions slip issuances, maintenance of stock and book issuance registers customer’s queries related to Demat.
* At-par processing of clearing and transfer warrants, dividend and disbursements.
* CBSS entries, reporting and queries of corporate clients.
* Processing of transfer and clearing cheques, outward remittance cheques, Gujarat mineral development corporation application processing, TDS deductions form (15 G & H) processing, IPO/NFO forms processing and its daily reports, customer queries related to debit cards, pin numbers and other general customer queries.
* Pitching the customers, lead generation and closing of leads of life insurance products, general insurance products, mutual funds, contributed toward and achieved individual as well as branch targets.
* Maintaining corporate relationship.

**~ June 2004 to May 2007 & September 2007 to March 2009.**

**VAISHNAVI CORPORATE COMMUNICATION PVT LTD ----- Ahmedabad**

Vaishnavi Corporate Communication is south Asia’s leading Public Relations and communications firm. Business Intelligence Unit is the strategic division; BIU deals with Media Monitoring/Tracking, Research & Analysis services. It offers highly customized media reports on client, competition and Industry & Government policy. I was working as **Sr. Executive** in **Business Intelligence Unit.** My role can be defined as follows:

* Handling New Business Development [NBD]
* Pitching for new clients
* Analyzing current client press release and coverage.
* Looking after all BIU operations
* Looking after the media coverage part of clients. Major clients are Tata Group, Star Group, BHC, CII, FICCI, E&Y, UNICEF, Zee Group etc.

**~ June 2007 to Aug 2007**

**COMFORT REAL ESTATE EST. ---- Sharjah, U.A.E**

Comfort Real Estate Est. is one of the leading & growing real estate companies in Sharjah.

There main business is renting properties apart of that they sale properties all over Sharjah. They are marching ahead in this sector since last 10 years. I used to work there on designation **of Sales Representative**. My role can be briefly explained as follows:

* Renting their properties in different region in Sharjah.
* Guiding customers for their properties, analyzing customer’s requirement.
* Maintaining customer’s documents and procedure to be followed by them.
* Have been worked as personal assistant to Managing Director

**~ November 2003 to March 2004**

**REAL PRODUCT FINDER ---- Ahmedabad**

Real Product Finder is a marketing company basically looking after the promotional activities for clients. I have worked there as a promoter. My role can be briefly described as under:

* Worked as a promoter for different promotional activities
* Did promotional activities for companies like Seagate, Microsoft, Western Union Money transfer and Zee Telefilms
* Worked as team leader for many promotional activities.
* **PERSONAL INFORMATION:**
* **Date of birth**: 13th March, 1984
* **Marital Status**: Married
* **Nationality:** Indian
* **Languages known:** English, Hindi, Gujarati and Sindhi (mother tongue)
* **EDUCATIONAL QUALIFICATIONS:**.
* **2006 – 07 –** Masters in Commerce from Gujarat University
* **2004 – 05** **-** PGDIFA (Post Graduate Diploma in Investment and Financial Activities) from Gujarat University
* **2001 – 04 –** Bachelors in Commerce with first class grade from Navgujarat College affiliated to the Gujarat University.
* **AMFI** certified in June’ 2011.
* **COMPUTER PROFICIENCY:**
* Windows XP
* MS Office XP
* Visual FoxPro
* Networking
* Internet and Emailing applications
* **EXTRA- CURRICULAR ACTIVITIES:**
  + Worked as a tutor and data entry operator at Krishna Group tuitions.
  + Took tuition of commerce students from 11th to T.Y.B.com. Major subject were Financial Accountancy and Statistics
  + Taken part in various inter-college competitions and often played the part of a volunteer for the same.
* **HOBBIES:**

* Music, traveling, reading and playing cricket

**STRENGTHS:**

* I believe in dedication by maintaining time frame and honesty, with positive mindset and multi tasking attitude.