*Curriculum Vitae*

**Objective**

* To work with dedication towards the fulfillment of the organizational objectives, thereby achieving personal growth along with the organization’s development

**Summary**

* Excellent verbal and written communication & strong interpersonal skills.
* Good organizational, planning and analytical skills.
* Quick to learn and adapt principles and applications.
* Organized, systematic and committed.
* Ability to handle multiple tasks and projects.
* To take up a career which involves continuous learning, challenges

and growth.

**Work Experience**

* Currently working with **HDFC BANK - Ahmedabad as a Gold loan Co-ex,**

Since October 2011 till date

* **Role & Responsibilities:**
* Handling Maninagar Branch (highest volume branch in Ahmedabad)

which has average foot fall of 20-30 customer/s per day.

* Maintaining the records of the Customer Walk-in.
* To explain to the customer about various benefits of the products being distributed.
* To help the customer to complete documentation and application formalities.
* To verify the authenticity of the documents and identity of the customer as per KYC norms.
* Handling customer queries.
* Co-ordinating & helping Operations Manager for Processing the Loan till disbursement.
* Renewal calling for customer.
* I directly report to Sales Manager & there are three BDR who directly report to me.
* By EOD BDR’s confirm their business & I report the same to my Sales Manager.
* Cross-selling Insurance & other products of bank to the customers.

**Project Undertaken**

* Did Summer Internship with Rajkot Nagarik Sahakari Bank Ltd. for 45 days.

Worked with their Loan department & did details analysis of credit norms,

risk and lending procedures of Bank.

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam** | **Board/University** | **Subjects** | **Year of Passing** | **Class** |
| M.B.A. | Annamalai University (Navkar Inst. A’ bad) | Banking-Finance  And HR | 2009-2011 | Second |
| B.Com | Saurashtra University | Advance Accountancy | 2006 | Second |
| H.S.C. | H.S.E.B. | Commerce | 2003 | Pass |
| S.S.C. | G.S.E.B. | - | 2001 | Second |

**Computer Literacy**

* Well versed with Ms Word, Ms Excel, Power Point, Internet & e-mail

**Language Ability**

* Good in Speaking, Reading and Writing in English, Gujarati & Hindi

**Extra Curricular Activities**

* Playing volleyball, Snooker & Cricket

**Personal Information**

Name : Mr. Dhaval P Bhuva

Father’s Name : Mr. P.K. Bhuva

Address : 17,Gokuldham Society,

Nr.Smruti Mandir, Ghodasar Ahmedabad – 380 008, GUJARAT.

Mobile : +91 9879933969

Date of Birth : 3rd Dec, 1986

Gender : Male

Civil Status : Married

Nationality : Indian

I hereby certify the above given information are true and correct to the best of my knowledge.

**Yours Sincerely,**

**Dhaval P Bhuva Date:**

**Ref.: Mohin Madhathil (H.D.F.C. BANK)**

**Mo.No. 98258 52326**