

Nidhi Sharma

Relationship Officer

Business-driven Relationship Manager always finding successful ways to acquire new clients and foster lucrative relationships. A determined leader with over 4 years of assisting clients with financial planning processes and assessing financial data. Offering dynamic collaboration and decision making skills.

Work History

**2018-01 -
Current**

Relationship Officer

City Union Bank, Jaipur, Rajasthan

- Generated new business and referral clients in partnership with financial advisors and branch team.
- Monitored issues carefully and reached out to customers to provide immediate resolution and maintain satisfaction.
- Maintained and built close relationships with customers through regular contact and visits.
- Liaised with clients by phone, email and text messaging to meet client needs and define expectations.

**2017-05 -
2017-06**

Industrial Trainee

ITC Ltd(FMCG), Coimbatore, Tamil Nadu

- Studied functional relationships between different operational areas to better understand importance and impact of different decisions and protocols.
- Collected, arranged and input information into database system.
- Generated reports detailing findings and recommendations.

Contact

Address

Jaipur, Rajasthan, 303905

Phone

9600599699

E-mail

snsharma0406@gmail.com

Skills

Administrative tasks

Customer portfolio
management

Banking

Service support

Investment and Wealth
Planning

Business relationship
cultivation

New business generation

Business Development

Cash Handling

Product knowledge

Strategic selling

2016-05 -
2017-06

Intern

ITC Grand Chola, Chennai, Tamil Nadu

- Developed business, financial and analytical skills needed for career.
- Completed research, compiled data, updated spreadsheets and produced timely reports.
- Planned, prepared and participated in weekly meetings and events.

Education

2015-07 -
2017-06

MBA: Human Resource and Marketing

SASTRA University - Thanjavur, Tamil Nadu

2011-07 -
2015-06

Bachelor of Engineering: Computer Science and Engineering

Saranathan College of Engineering - Trichy, Tamil Nadu

Accomplishments

- Has attended workshop on Mobile Application Development.
- Courses on Java, and has obtained Government Certified JAVA certificate.
- Completed course in MTA (Microsoft Technology Associate) in Network field.
- Completed course in Cloud Computing.
- Attended various conferences in SASTRA University.
- Attended 3 days workshop on Entrepreneurial development

Projects

- A study on perspective of retailers on various forms of Rava and wheat with special reference to ITC Limited.
- A Project in Object Oriented Analysis and Design for Passport Automation system.
- A project on Mobile Application Development for mobile data on cloud storage (Domain: JAVA).

Languages

English



Hindi



Tamil

