



RUTVI SONI

D.O.B: JULY 09, 1992
NATIONALITY: INDIAN
LOCATION: DUBAI, UNITED ARAB EMIRATES
DRIVING LICENSE: VALID UAE DRIVING LICENSE WITH CAR

OBJECTIVE

To use my experience and skills for the development of organization and myself and to establish myself as the best worker in growth and prosperity.

PROFESSIONAL SUMMARY

Highly ambitious relationship officer with background in sales, marketing and advertising.

Expertise in market analysis, forecasting and client needs assessments.

Top producing sales professional and expert in the Banking & Insurance industry.

SKILLS

- Banking Products Knowledge
- Business Planning
- Operational Efficiency
- Cross Selling with Banking Products
- Investment Products
- MS-Office Efficiency
- MIS and daily report Making
- Result Oriented
- Clients Acquisition Expert

UAE EXPERIENCE: - FOUR & A HALF YEARS

- ❖ **CURRENTLY:** Self employed
FROM: MARCH 2021 TO PRESENT
- ❖ **PREVIOUS EXPERIENCES:**
- ❖ **NATIONAL BANK OF RAS AL KHAIMAH PSC (RAKBANK)**
- ❖ • **RELATIONSHIP OFFICER • BUSINESS BANKING**
• **MAY 2019 TO AUGUST 2020**
- **CORE PRODUCT: ASSETS & LIABILITIES PRODUCTS (BUSINESS FINANCE AND BUSINESS ACCOUNTS), LEAD GENERATION FOR TRADE FINANCE. MEMBER OF CUSTOMER SERVICE COVID-19 DEFERRAL TEAM.**
- Analyze customer portfolio for customers and maintain optimal customer relationships for new business acquisition.
- Establish customer requirements and recommend appropriate loan products and initiate approvals.
- Maintain credit quality and ensure appropriate maintenance of same.
- Monitor all queries for present customers and assist in resolving all issues for new requirements.
- Administrator all referrals and direct meetings and develop business opportunities.
- Ensure Compliance to all standards and policies and ensure secure transition for customers.
- Maintain and develop efficient relationship with business development team and promote banking business.
- ❖ **TEAM LEADER • ACME MANAGEMENT CONSULTANCY**
• **NOVEMBER 2017 TO APRIL 2019**
- **CORE PRODUCT: TAKAFUL EMARAT INSURANCE & INVESTMENT, ORIENT LIFE INSURANCE, DUNIA FINANCE (NOW DEEM FINANCE) CREDIT CARDS.**
- Modelled exceptional customer service skills and appropriate diagnostic sales techniques.
- Evaluated leads obtained through direct referrals, lead databases and cold calling of team.



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- Prospecting
- Proactive Team Manager
- Top-Rated Sales Performance

LANGUAGES

- English - Excellent Reading, Writing & Speaking
- Hindi - Excellent Reading, Writing & Speaking
- Gujarati - Mother Tongue

- Closed an average of 5-6 new sales per week of team.
- Followed up with customers on unresolved issues.
- Finalized sales and collected necessary deposits.
- Contributed ideas and offered constructive feedback at weekly sales and training meetings.
- Evaluated the accuracy and quality of data entered into the agency management system.

❖ SALES EXECUTIVE: - ACCUSS MANAGEMENT (ICICI BANK'S CREDIT CARD) MARCH 2016 TO AUGUST 2017

- ICICI Bank Credit Cards as a main product.
- 10-12 Cards in a month.
- Team Management & Training Programs.
- Followed Ups with Customers and resolve issues related queries.

❖ ASSISTANT ACCOUNTANT • SOUNAK FILMS • APRIL 2015 TO FEBRUARY 2016

- Daily Sales & Purchase Entries
- Daily Cash Flow Reports
- Daily Collection Reports
- Monthly Profit & Loss Account Report.

EDUCATION

BACHELOR OF COMMERCE • 2012 • GUJARAT UNIVERSITY
- ACCOUNTS AND ECONOMICS

MASTER OF COMMERCE • 2015 • GUJARAT UNIVERSITY
- ACCOUNTS AND ECONOMICS

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I hereby declare that the above details are true and correct to the best of my Knowledge.



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