

# SHAHBAZ KHAN

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Mobile: 058-1369437 / +917004984116

**CAREER SUMMARY & STRENGTH**

* 03 Years’ experience as Senior Relationship Manager @ HDB Finance Services.
* 03 Years’ experience as Relationship Manager @ PNB METLIFE, India.
* 02 Years’ experience as Relationship officer @ HDFC Bank, India.

**PROFESSIONAL EXPERIENCE**

## Senior Relationship Manager @ HDB Finance Services

## Industry Sales

**Experience |** 28-08-2018 to 13-10-2021 (03 Years)

### Key Accomplishment:

* Visiting potential customers to prospect for new business
* Manage all accounting transactions.
* Making Relationship with Bank Customer.
* Resolve all queries and problems of customer.
* Create and enforce plans that will help meet the needs of customers.
* Build long-term relationships with clients and customers.
* Notify the sales team of new sales and cross-selling opportunities.
* Ensure timely bank payments.
* Report on the company’s financial health and liquidity.
* Audit financial transactions and documents.
* Maintaining branch relationship from assign branches.
* Cross selling our product.

## Relationship Manager @ PNB METLIFE, India

## Industry Banking (Sales)

**Experience |** 28-10-2018 to 05-07-2018 (02 Years)

Key Accomplishment:

* Understand customer needs and develop plans to address them
* Identify key staff in client companies to cultivate profitable relationships
* Resolve customer complaints quickly and effectively
* Forward upselling and cross-selling opportunities to the sales team
* Promote high-quality sales, supply and customer service processes
* Aim to preserve customers and renew contracts
* Approach potential customers to establish relationships
* Gain solid knowledge of competitors

**Relationship Manager @ HDFC Bank, Indi**a

## Industry Banking (Sales)

**Experience |** 12-09-2013 to 22-10-2015 (02 Years)

Key Accomplishment:

* Cross Selling Banking Product.
* Coordinate Event and Promotions.
* Understand customer needs and develop plans to address them
* Identify key staff in client companies to cultivate profitable relationships
* Resolve customer complaints quickly and effectively
* Forward upselling and cross-selling opportunities to the sales team
* Promote high-quality sales, supply and customer service processes
* Aim to preserve customers and renew contracts
* Approach potential customers to establish relationships
* Gain solid knowledge of competitors

**ACADEMIC QUALIFICATION**

* Passed **Matriculation** from **J.A.C Board Ranchi** in the year 2006.
* Passed **Intermediate** from **J.A.C Ranchi** in the year 2009.
* Passed **Bachelor of Science Information Technology** from **KOLHAN** **UNIVERSITY** in the year 2013.

**TECHNICAL SKILLS**

* Completed three months **DATA BASE MANAGEMENT in WELLFARE GROUP OF COMPANY.**
* Completed six months **DATA BASE** in **JUSCO (PH&HS OF NON OPR EMPLOYEES).**

**COMPUTER SKILLS**

* **Basic Knowledge in Computer Application.**
* Operating system : MS- Dos, windows 8 & 10
* Application : MS-Word, Power Point & Excel, HTML, Java C, C++.
* Hardware : Installed all computer software & hardware, Networking.
* Other : Email & Internet

**LANGUAGES**

**English**

**Hindi**

**Urdu**

**PERSONAL INFORMATION**

Date of Birth : 30 August 1989 Nationality : Indian

Passport # : R-4499749

Expiry Date : 07/11/2027

Visa Status : Visit Visa

Validity : 25-03-2022

Yours faithfully

**(SHAHBAZ KHAN)**