**CURRICULUM VITAE**

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**SREEDHAr bonthu**

**Mobile No : +971 523468498**

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**Email :** [**sree.b29@gmail.com**](mailto:sree.b29@gmail.com)

**DUBAI, U.A.E.**

**OBJECTIVE:** Intended in seeking a challenging career that will help to make best use of my skills and abilities in attainment of organizational goals and which helps in career growth.

**PERSONAL PROFILE:**

**Date of Birth : 29th March 1978**

**Sex : Male**

**Status : MARRIED**

**Current Location : dubai, U.A.E.**

**Job Experience : 8 years.**

**Languages :Telugu - Mother Tongue**

**English - Fluent**

**Hindi - Fluent**

**PASSPORT DETAILS:**

**pass port No : R 2042350**

**date of issue : 17-08-2017**

**date of expiry : 16-08-2027**

**place of issue : hyderabad, india.**

**visa status : employment visa**

**EDUCATION:**

* **Msc (Mathematics)- Pursuing** Andhra University,Vishakhapatnam.
* **Bsc(Chemistry)-** Andhra University, Vishakhapatnam.
* **Bed(Mathematics, Physics) -** Andhra University, Vishakhapatnam.
* **MS Office 2003 and 2007, Internet and E-mail.**

**ACHIEVEMENTS:**

* **CERTIFICATE OF EXCELLENCE AWARD for 2014 -2015 FINANCIAL YEAR in AXIS SECURITIES LTD. Awarded in HONGKONG.**
* **CERTIFICATE OF RECOGNITION AWARD FOR 2015 -2016 FINANCIAL YEAR IN AXIS SECURITIES LTD. Award in GOA.**
* **MEGA STAR AWARD FOR 2016-2017 FINANCIAL YEAR in AXIS SECURITIES LTD. Awarded in HYDERABAD.**

**Work experience:**

**Oct 2018 – Till Date FIRST ABU DHABI BANK**

**Relationship Officer (Credit Cards)**

**Dubai, UAE.**

**Duties and Responsibilities:**

* Identifying potential customers through cold calling, customer referrals, follow up on leads and through personal contacts etc.
* Selling Personal Finance products to the specified target customers/segments and meet monthly sales targets.
* Contact potential customers and convince them about the bank’s product offerings.
* Ensuring that the conclusions on all the business sourced on Telesales leads, should be reported to RM.
* Prospects are clearly communicated about the bank charges/terms and conditions.
* Data confidentiality and secrecy norms of the bank are strictly maintaining.
* Code of the conduct as per the bank’s policy is followed.
* Following Customer document’s original sighting guidelines of the KYC policy of the bank.
* Maintaining complete and detailed knowledge of all assigned products.
* Maintaining accurate and up to date daily activity plans/records.
* Performing as per the performance management criteria.
* Attending 100% weekly meetings.

**Report: Report to the Relationship Manager and Area Sales Manager**

**Dec 2017 –july 2018 RAK BANK**

**Relationship Officer (Credit Cards)**

**Dubai, UAE.**

**Duties and Responsibilities:**

* Identifying potential customers through cold calling, customer referrals, follow up on leads and through personal contacts etc.
* Selling Personal Finance products to the specified target customers/segments and meet monthly sales targets.
* Contact potential customers and convince them about the bank’s product offerings.
* Ensuring that the conclusions on all the business sourced on Telesales leads, should be reported to RM.
* Prospects are clearly communicated about the bank charges/terms and conditions.
* Data confidentiality and secrecy norms of the bank are strictly maintaining.
* Code of the conduct as per the bank’s policy is followed.
* Following Customer document’s original sighting guidelines of the KYC policy of the bank.
* Maintaining complete and detailed knowledge of all assigned products.
* Maintaining accurate and up to date daily activity plans/records.
* Performing as per the performance management criteria.
* Attending 100% weekly meetings.

**Report: Report to the Relationship Manager and Area Sales Manager**

**july 2013 – june 2017 AXIS BANK LIMITED. (AXIS SECURITIES LTD)**

**Sr.Relationship Officer (Auto Loans)**

**Secundrabad, INDIA.**

**Duties and Responsibilities:**

* Development of a high performing Executive team with low attrition rates
* Meeting the Sales targets for the team/ Branch
* Sales call planning - Analysis of territory opportunities, strategies for effective territory coverage, customer research, dealing with diverse customer profiles.
* Development of professional standards in the Executive team by regularly training them on product and sales processes.
* Coordinate, monitor and review the sales efforts of the Executive team.
* Comprehensive knowledge of the companies and competitors products.
* Market feedback.

**Report: Report to the Branch Manager and Zonal Manager.**

**july 2012 – June 2013 INDUSIND BANK LTD.( IMFS)**

**Marketing Officer (Two Wheeler Dept)**

**Menarva, Secundrabad, INDIA.**

**Duties and Responsibilities:** Recruiting Executives and Training to them, Advising and making perfect two-wheeler financial executives, Conduct the meetings every week and educate for update financial products and packages (Every month installments, down payments, percentages and Bank financial KYC & IRR norms). I maintained 28 executives and All branded showrooms in the city.

**Report: Report to the Branch Manager and Zonal Manager.**

**july 2011 – June 2012 TVS CREDIT SERVICES LTD**

**Marketing Officer (Two Wheeler Dept)**

**Secundrabad, INDIA.**

**Duties and Responsibilities:** Recruiting Executives and Training to them, Advising and making perfect two-wheeler financial executives, Conduct the meetings every week and educate for update financial products and packages (Every month installments, down payments, percentages and Bank financial KYC & IRR norms). I maintained 21 executives and All branded showrooms in the city.

**Report: Report to the Branch Manager and Zonal Manager.**

**May 2008 – Dec 2011 FUJITA CORPORATION LIMITED**

**Asst Admin Manager, Jabel Ali,**

**Dubai Metro Rail Project, Dubai, UAE**

The company is laying the track for Dubai Metro Rail Project. Strength of the company is 1850 Labour and 196 Ministerial Staff.

**Duties and Responsibilities:**

* Assume receptionist duties, greet public and refer them to appropriate staff members,

Answer phone, route calls, and take messages.

* Assist staff with administrative duties as requested.
* Cooperate in the maintenance and/or modification of agency data collection system.
* Oversee database management for quality assurance.
* Provide training to staff on database encoding.

**Report: Report to the Administration Manager and Chief Project manager.**

**March 2007 – Dec 2008 JANAPRIYA TECHNO SCHOOL**

**Teacher for Maths,Physics,Chemistry. Hyderabad, INDIA.**

**REFERENCE:**Shall be provided upon request.

**DECLARATION:**

**I hereby declare that above mentioned information related to me are true to best of my knowledge.**

**(SREEDHAR BONTHU)**