

# Neha Sharma

Branch Manager

**Address** Gaur City-2, Greater Noida U.P., India  
201301

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MOB 8448877571

Skilled Branch Manager with demonstrated success in coordinating team and financial activities.  
Friendly and adaptable professional with remarkable leadership and program management skills.



## Skills

- Cash handling expertise
- Reporting familiarity
- Sales professional
- Relationship building and management
- Staff Training
- Customer service awareness
- Strong team-builder
- Relationship Management
- Business Development



## Work History

**Dec 2011 - Current** **Branch Manager**  
*Muthoot Finance Ltd.*

- Target Achievement, HNI Visit, Creating a leads through references, CRM Leads Handling.
- Preparing Daily voucher, Cash Handling, Money Transfer, Forex Exchange.
- Preparing Monthly Bank Reconciliation Statement, Preparing daily Business Report of Branch Achievement .
- Gold Handling, Gold Testing, Selling of Products/Sales oriented, Work experience in CBS and CRM.
- Maintained friendly and professional customer interactions.
- Engaged employees in business processes with positive motivational techniques.

- Created strategies to develop and expand existing customer sales, resulting in increase in annual sales.
- Met deadlines by proactively managing individual and team tasks and streamlining processes.



## Education

- Aug 2013 - **B.ED**  
Jul 2015 CCS UNIVERSITY MEERUT - MEERUT
- Aug 2008 - **MBA: (PGPM)**  
Sep 2011 IMT GHAZIABAD - GHAZIABAD
- Aug 2005 - **B.COM**  
Jul 2008 CCS UNIVERSITY MEERUT - GHAZIABAD



## Languages

- ENGLISH
- HINDI



## Additional Information

- D.O.B - 22-10-1986
- FATHER'S NAME - S.K. SHARMA
- MARRITAL STATUS - UNMARRIED
- PLACE - NOIDA