

CURRICULUM VITAE

Ajay Kumar

S/o- Upendra Kumar

Singh

At: Vinoba Nagar,

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01, Patna 800001

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CAREER OBJECTIVE:

To join a dynamics organization where I can complete the growth and development of the company and have a rewarding career by making the best use of my education, experience and capabilities.

WORKING EXPERIENCE:

Personal Banker ICICI BANK Patna as a Designation of Relationship Manager (RM) 19 Dec 2021.

And now working in Kotak Mahindra Bank as a Assistant Manager from 5 Jan 2022 to till date.

- Recommending and interpreting banking services and products based on customer needs.
- Managing customer bank accounts, including account opening and closing and transaction monitoring.
- Referring clients to in-house financial experts and/or relevant bank departments, such as mutual funds and trust management, if required.
- Preparing documents to opening or closing accounts, including signatures and assigning account numbers, if necessary.
- Processing applications for credit cards, safe deposit boxes and loan requests
- Verification of bank account details at the request of the customer.
- To discuss with the customer Bank policies and procedures and any changes affecting the policies and procedures.
- Resolving customer queries and complaints.
- Performing administrative duties as required, such as data entry.
- Establish an exciting and welcoming relationship for potential customers entering the bank.
- Supervise debit, credit or cash transactions, as well as other forms of payment within the bank.
- Review cash accounts on a daily basis.
- Offering and selling banking services and products to existing and potential customers.
- List all promotions and deliver them to customers.
- Cross-sell bank products i.e. FD, RD, Li, Gi, Forex Card and CASA.
- Generate detailed reports on daily, weekly and monthly transactions.

HIGHLIGHTS:

- IRDA Certified
- Month on Month S2S Qualified.

ACADEMIC QUALIFICATION:

- B.B.M. 1st Class from Magadh University, Bodh Gaya in 2013.
- 12th 2nd Class from B.S.E.B. Patna in 2009.
- Matriculation 2nd Class from B.S.E.B. Patna in 2007.

TECHNICAL QULIFICATION:

- ✓ Basic Knowledge of Computer Application.

PERSONAL INFORMATION:

Father's Name	:	Sri Upendra Kumar Singh
Date of Birth	:	04-02-1992
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language	:	Hindi, English
Hobbies	:	To perceive

I hereby that all statement made and particulars given by me in this Curriculum Vitae are true.

Place:
Date :

Ajay Kumar

