

Jaspreet Singh

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Profile Summary

Dynamic and result-oriented Relationship Management Professional with experience in client acquisition, portfolio servicing, and business development. Skilled in building and managing strong client relationships, conducting financial assessments, and delivering tailored solutions to meet business needs. Proficient in documentation, compliance, and structured reporting with a proven ability to achieve sales targets, enhance portfolio hygiene, and drive cross-selling opportunities.

Professional Experience

Assistant Sales Manager – VIVID DECOR

- Sourced and engaged clients through direct meetings, requirement assessments, and tailored solutions.
- Managed client relationships by ensuring timely follow-ups, addressing needs, and driving repeat business.
- Supported documentation and compliance processes to maintain operational accuracy and transparency.
- Conducted negotiations and structured sales proposals aligned with client expectations.
- Achieved sales and retention targets while maintaining high service standards.

Education

Master of Business Administration (MBA) – Chandigarh University, Mohali (2025) |
CGPA: 8.6

Bachelor of Business Administration (BBA) – Chandigarh University, Mohali (2023) |
CGPA: 7.4

Senior Secondary (12th) – Delhi Public School, Hisar

(CBSE) – 2020

Secondary (10th) – Angel Convent School, Kangra

(CBSE) – 2018

Key Skills

- Client Acquisition & Portfolio Management
- Financial Analysis & Credit Note Preparation
- Risk Assessment & Compliance Documentation
- Cross-Selling of Financial Products
- Negotiation & Proposal Structuring
- Stakeholder Engagement & Communication
- Portfolio Hygiene & Monitoring
- Market Research & Industry Networking

Technical Proficiency

Microsoft Office (Excel, Word, PowerPoint)

CRM Tools & Structured Reporting

Languages

English – Professional Proficiency

Hindi – Professional Proficiency

Punjabi – Native

Personal Details

- Father's Name: Gurpiar Singh (Father's Occupation: Serving in the Indian Army)
- Mother's Name: Karamjeet Kaur
- Date of Birth: 22 October 2001
- Marital Status: Single
- Nationality: Indian
- Current Location: Bhawanigarh, Punjab