

**JEEVITHA.R**

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**OBJECTIVE:**

Seeking a challenging position which uses my skill and abilities for the development of self and company

**STRENGTHS:**

- Strong administration skills
  - Excellent interpersonal and customer-facing skills
  - Self Confidence and Positive attitude
  - Client Relationship Management
  - Effective Team Player
  - Solving the Queries with continuous follow up
  - Flexible for the shifts
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**CAREER PROFILE:**

- 1. Currently working as Business Banking Relationship Manager since Sep 2017 – Lakshmi Vilas Bank**

**Job Description:**

- Maintaining the relationship between a bank and its business clients and Analyzing the financial status.
- Managing new business development, negotiating, structuring, approving, closing and monitoring all types of loans.
- Served as the "go to" person for deliverable issues and financial/credit needs analysis.
- Directly responsible for revenue growth and client retention.
- Closely understood the branch integration and teamwork environment.
- Developing and maintaining banking relationships with a select group of high net worth customers through individualized customer service.

**Roles:**

- Develops new and expands existing High Net worth Customer relationships for liabilities and commercial assets.
- Ensuring high levels of customer service orientation and application of bank policy.
- Cross sells existing bank products to customers.
- Informing customers of new products or product enhancements to further expand the banking relationship.
- Plans and conducts special sales initiatives and events for prospective and existing clients.
- Coordinating with other group companies to provide seamless access to other products.
- Maintaining complete relationship record for assigned customer accounts.
- Tracking customer complaints/queries and turnaround times for customer satisfaction

## **2. Senior Officer in ICICI BANK LTD from JULY 2013 to Sep 2017.**

### **Job Description:**

- New customer acquisition.
- Scrutiny and process of Account Opening Forms as per KYC norms (Both Savings and Current account)
- Activate digital channels (Internet, Mobile banking and Debit card) for each account sourced.
- Handling and solving the queries related to account opening process.
- Ensuring the required balance is maintained during month end for all the new account sourced.
- Teller for cash handling.

### **Roles:**

- Handling privilege and HNI clients.
- Responsible for handling a set of HNI Clients and their investments.
- Establish relationship with these HNI clients and cross-sell products.
- Assess the credit worthiness of loan applicants, judging their suitability as borrowers and the precise terms (interest rate, repayment schedule, etc.) on which credit may be granted.
- Using interpersonal and communication skills to generate referral business, leads, and relationships with individuals, existing clients, past clients.
- Opening New accounts.
- Contact current clients on a regular basis to meet their expectations and clear their queries.
- To maintain relationships with clients to generate and enhanced business opportunity.
- Maintaining data base of current clients to meet their future requirements.

### **ACHIEVEMENTS:**

- 3 Pan India Awards (Life insurance and Account opening )
- 12 Regional awards (Life insurance and Account opening )
- Last 6 months continuously Ranking ( Balanced Score Card ) top 1 out of 42 my region and top 2 out of 865 in my Mega Zone.
- Consistently recognized as outstanding performer in process as well as in sales in ICICI Bank.
- Qualified for Contest organized by zonal head for entire Chennai region in the month of JAN 2015 in ICICI Bank.
- Received Star of south performer for Value Banker 2016 in ICICI Bank.
- 20 certificates are collected from Regional Head.

### **PROFESSIONAL QUALIFICATION:**

- ✓ Retail sales banking course completion by NITT university, Bangalore
- ✓ IRDA Certification

## **2. Manager in Business Development Sales – NILLE SOLUTION (1 year)**

- Sourcing & Screening profiles through Job Portals, Job posting.
- Counselling the candidates and providing the entire information of the courses.
- Conducting the initial screening and coordinating between the Candidates & Clients for interviews.
- Building and maintaining database of contacts and resumes and other such info.
- Schedule interviews (telephonic and face to face) & coordinate the interview process.

## **3. Admin Executive- (Foxconn India pvt ltd). MNC (1year)**

- Managing the day-to-day operations of the office
- Organizing and maintaining files and records
- Planning and scheduling meetings and appointments
- Managing projects and conducting research
- Preparing and editing correspondence, reports, and presentations
- Making travel and guest arrangements
- Working in a professional environmenting the day-to-day operations of the office
- Planning and scheduling meetings and appointments

### **ACADEMIC QUALIFICATION:**

<b>Qualification</b>	<b>Name of the institution</b>	<b>Board / University</b>	<b>Year of Passing</b>
B.com	Tamil Nadu Open University Chennai	Tamil Nadu Open University	2010
HSC	Sekizhar Govt Higher Secondary School Chennai.	State Board	2007
SSCL	St Therasa's girls High School Nagai.	State Board	2005

### **COMPUTER PROFICIENCY:**

- Diploma in Ms - Office.
- Diploma in Tally9.

### **EXTRA CURRICULAR ACTIVITY :**

- Participated in NSS camp and guide Camp (Delhi) - 2006
- Participated in Visu Vin Arattai Arangam in (Nagai) – 2003
- Participated in college Dance Program in (Vellore) – 2007
- Participated in School & College level speech Competition District First

**PERSONAL DETAILS:**

Father Name : Rajasekar. G  
Marital status : Married  
Sex : Female  
Date of Birth : 26-May-1989  
Hobbies : Reading Books, Dancing  
Nationality : Indian  
Languages Known : English, Tamil, Telugu

**Declaration:**

I hereby declare that the information furnishes above is true to the best of my knowledge and belief.

Place: Chennai  
Date:

Yours Faithfully,  
  
(JEEVITHA.R)