

Nisha Upadhyay

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Objective: Looking for a career with challenges, rewards and job satisfaction with the continuous up-gradation of my knowledge, skills & experience in a professional environment for the growth of the company and thereby growth along with.

Professional Snapshot

A result driven professional with **Three years** of experience in the areas of Business Development, Marketing and Client Servicing in the Banking sector.

- Worked with **HDFC Bank Ltd** as **Personal Banker & Teller**.
 - Experience in marketing insurance products and achieving business targets.
 - Proficient in managing sales operations, organizing promotional campaigns, building relationship with clients & achieving desired goals.
 - Posses excellent communication, relationship management, team building skills with dexterity in mentoring and managing sales teams.
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Academic Education:

- “MBA - Finance & Marketing” from *USHA MARTIN ACADEMY, RANCHI, JHARKHAND* (under Punjab Technical University, Jalandhar) with 71% marks (Year 2011)
- Graduated in “Bachelor of Business Management-Finance” from *Oxford College Of Business Management, Bangalore, Karnataka* (under Bangalore University, Bangalore) with 65% marks (Year 2006-09).
- Completed “Senior Secondary Education” from *Bokaro Ispat Sr. Sec. School, Bokaro, Jharkhand* (under C.B.S.E., in science with maths) with 68% marks (Year 2000-02).
- Completed “Matriculation” from *Bokaro Ispat Vidyalaya, Bokaro, Jharkhand* (under C.B.S.E.) with 69.2% marks (Year 2000).

Academic Projects Undertaken:

- Cost Sheet Analysis of Wockhardt Hospital, Bangalore in the year 2009.
- Analysis of sources of funds & cost of capital of Bokaro Steel Plant (SAIL) in the year 2010.

Career Highlights

HDFC Bank Ltd : Aug'11 till Sep'14

Personal Banker:

- Handling a portfolio of 361 HNI customers of the bank.
- Acting as one point contact for all the classic customers in my portfolio.
- Looking after all the queries of the HNI customers as well as walk ins.
- Doing cross sell among the portfolio customers.

Teller :

- Handling cash and Non cash transactions like RTGS, NEFT, Fund Transfer etc.
- Inputting Clearing cheques and DD MC transactions,
- FCY Remittance ,Foreign Cheques.

Interests and Hobbies:

- Listening to music of all genres
- Interacting with people
- Travelling

Personal Details:

- Date of birth: 14th Jun 1983
- Gender: Female
- Father's Name: U. N. Upadhyay
- Nationality: Indian
- Marital status: Married
- Languages Known : English ,Hindi.

DECLARATION : I do hereby declare that all the information furnished above is correct and true to the best of my knowledge.