**RESUME**

**Davinder Singh**

House no 163 lane no 8

GTB Nagar channi HIMMIT

Jammu & Kashmir -180015

Mobile: - +91 9697457705 7375012482

e-mail:-genosingh@gmail.com

**CAREER OBJECTIVE:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

**STRENGHTS:**

* Commitment and determination towards work.
* Positive attitude and optimistic thinking.
* Have the ability to work for long hours. ● Ability to face new challenges.

**WORK EXPERIENCE:**

***PRESENT STATUS:***

***Working with Qutone Ceramic Pvt.ltd SINCE 01st FEB 2022 TILL DATE AS Senior Area Manager***

***Deriving sale from distributor,Delear,Architect Business,Project sale govt.project***

***and sub dealer annual target plan,New product launch pitching to distrributor/ dealer and sub delear***

***1: YES BANK LTD SRINAGAR SINCE 04 FEB 2021 to 01st FEB 2022***

***DESIGNATION: DM***

***DUTIES: PERSONAL BANKER***

***2: INDUSIND BANK LTD.SRINAGAR since 06th April 2015 to 3rd February 2021***

**Designation*: DM***

***Duties:*** BANK TELLER

* Present Responsible for the handling, processing & servicing of a customer’s banking transactions in a prompt, efficient, and accurate manner. ***Duties****:*
* Greeting customers when they come to the till, enquiring about their banking needs.
* Processing customer deposits, withdrawals, and payments in a professional manner.
* Tactfully recommending bank products that meet a customer’s precise needs.
* Checking cheques and making sure they have been correctly written out and dated.
* Checking and verifying the identification of customers who ask for banking services.
* Answering basic customer questions regarding interest rates and the banks services.
* Opening new accounts for customers by helping them to fill in the right forms.
* Completing all given tasks on time to legal requirements and negotiated deadlines

***3.*U.A.E XCHANGE & FINANCIAL SERVICES Ltd at DALGATE Srinagar Branch since10*th* July 2013 to *02nd* March 2015**

***Designation:* Junior officer III Key Responsibilities:**

* Teller transactions like INR cash ● Deposits and foreign currencies.
* Inward outward Forex transaction
* Processing of Gold Loan
* Processing of Auto loan
* Lobby Management
* Generate business through cross sell
* Customer service to ensure walk in customer’s issues
* Retention of existing portfolio
* Ensure quality customer service is delivered.

**4.U.A.E XCHANGE & FINANCIAL SERVICES Ltd at Anantnag Branch since *10th* Dec 2011 to *08th* Sep 2012**

***8:* SUB Junior Scale I Key Responsibilities:**

* Teller transactions like INR cash
* Deposits and foreign currencies.
* Processing of Gold Loan
* Processing of Auto loan
* Lobby Management
* Generate business through cross sell
* Customer service to ensure walk in customer’s issues
* Retention of existing portfolio
* Ensure quality customer service is delivered.

**ACADEMIC QUALIFICATIONS:**

Bachelors of Arts from Kashmir UniversitySrinagar

12th in Medical Science from Jammu &Kashmir Board of school Education.

10th annual from Jammu and Kashmir state board of school Education

**Additional Qualification:**

· Completed one year programme in computers through DOACE

**SKILLS & ATTRIBUTES**

* Good Communication skills.
* Good analytical skills. ● Good computer skills.

PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Father’s Name | : | Mashoor Singh |
| Mother’s Name | : | Inder Jeet Kour |
| Date of Birth | : | 2nd of Febuary1986. |

Language ability : English, Urdu, Hindi and Kashmiri Punjabi.

Interests & Hobbies : Chatting with friends.

# DECLARATION

I hereby solemnly declare that the above furnished particulars are true to the best of my knowledge and belief.

Place : SRINAGAR

Date : 20/11/2022

**( Davinder Singh)**