

N. Suresh

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## **PERSONAL SUMMARY**

A well presented, industrious and highly personable individual who has extensive in-depth experience of the entire banking industry. Possessing a huge range of abilities from providing support and leadership to junior staff right through to being able to successfully sell the money, credit and products of a bank. Able to gain the trust of customers by interacting with people from all backgrounds. Also having a proven record of contributing to the profitability of previous employers by generating income and revenue growth. And looking forward to making a significant contribution to a financial institution that offers a genuine opportunity for progression.

## **CAREER HISTORY**

### **HDFC Bank Ltd**

#### **Manager E3 Band – Preferred Banking HNW**

Sep 2013 – Jan 2017

### **Axis Bank Ltd**

#### **Assistant Manager – Wealth Manager**

July 2012 – Sep 2013

### **Religare Securities Ltd**

#### **Deputy Manager**

January 2010 – June 2012

### **Kotak Mahindra Bank Ltd, Chennai**

#### **Relationship Officer - Deputy Manager M2 Band**

November 2006 – December 2009

## **Duties:**

- Ensuring the smooth running of basic banking transactions.
- looking after the short term and long term funding requirements of business clients and individual customers.
- Advising clients on mortgages and raising loans.
- Building relationships with high net worth individuals.
- Answering any financial and banking queries.
- Providing advice on investments.
- Maintaining a professional image at all times.
- Putting into effect new procedures and policies passed down from Head Office.
- Handling customer queries face to face, over the phone or via correspondence.
- Marketing new financial products or services.
- Analyzing financial reports.
- Advising companies on how to effectively use their money to grow their business.
- Presenting information clearly to customers, work colleagues and third parties.
- Representing the bank within the local community.
- Verifying customer data to detect and identify financial fraud.
- Opening new bank accounts for individuals and also companies.

## **PROFESSIONAL EXPERIENCE**

### Banking competencies

- Thorough understanding of banking procedures.
- Knowledge of foreign currency.
- Profit & Loss management.
- Strategic planning.
- Presentation and sales skills.
- Knowledge of fund management.
- Good knowledge of finance and accounting.

### Personal

- Dependable and truthful.
- Ability to keep calm under pressure.
- Self starter.
- Highly disciplined.
- Having the ability to work accurately.
- Attention to detail.
- Relationship management.
- Excellent negotiating skills.
- Comprehensive understanding of client confidentiality.
- Methodical and organized.
- Initiative and ingenuity.
- Ability to motivate subordinates.

## **KEY COMPETENCIES AND SKILLS**

Customer satisfaction  
Financial reporting  
Business processes  
Solution implementation  
Portfolio management  
Private banking  
Commercial banking  
Decision making  
Asset and liability management  
Online banking

## **ACADEMIC QUALIFICATIONS**

- Master in Business Administration (Finance) from Madras University (Pursuing)
- Bachelor of Commerce from SRM College, Madras University, India, 2003-2006
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## **OTHER CERTIFICATIONS**

- AMFI
- IRDA
- NCFM

## **Other Detail**

Computer Skills: Platforms MS DOS, MS Windows 98, 2000, Xp  
Proficient and high levels of comfort with MS office  
Word, Excel & Power Point.

Sports: Playing Cricket

Interests: Avid interest in listening music & Driving

Mobility: Willing to work anywhere in India and abroad

Languages: Fluent in English & Native Tamil

**PERSONAL DETAILS**

Date of Birth	25/10/1985
Gender	Male
Marital Status	Married
Father	B. Natarajan
Mother	N Durga Rani (House wife)
Spouse Name	G Sujatha (House Wife)

**DECLARATION**

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

**REFERENCES** - Available on request.

**Place : Chennai**

**Suresh.N**