

RESUME

MAHBOOB ANWAR

S/o. Fakhrul Hassan
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Objective: *To work with an organization where hard work, and honesty are rewarded and that gives me ample opportunity of growth in terms responsibility.*

Previous Job:

Company	JAIPAN INDUSTRIES LTD. DHANBAD
Designation	Office Co-Ordinator
Duration	April 2012 to December 2013.

Work Experiences:

Company	INDIABULLS SECURITIES LTD. NEW DELHI
Designation	SR Relationship Manager
Duration	Sep 2009 to March 2012.

Job Profile:

- *Handling all Demat & Trading account openings along with account related queries, Dematerialization of physical shares.*
- *Ensured internal and external regulations are compiled with and all guidelines proposed by securities and Exchange Board of India implemented.*
- *Improvisation on product and process knowledge and keeping abreast of the market changes.*
- *Database generation, maintenance and up gradation*
- *Maintaining Relation with the clients and handling their queries.*
- *Handling Sales Team and Revenue generation.*

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Company **HDFC BANK LTD. NEW DELHI**

Designation *Team Leader*

Duration *April 2007 to Aug 2009*

Job Profile:

- *Selling of Liability Products-CASA and FD*
- *Closing of Leads Generated by Branch Operation Team*
- *Handling Team & Customer Queries*
- *Cross Selling of Investments (Third Party Products)*
- *Cross Selling of Demat and Trading Account of HDFC*

Company **INDIABULLS SECURITIES LTD. NEW DELHI**

Designation *Associate Relationship Manager*

Duration *March 2006 to December 2007.*

Job Profile:

- *Open Demat Account and online Trading Account.*
- *Handling the Customer Queries.*
- *Collect Margin Money of Trading Account.*

Company **ICICI BANK LTD. NEW DELHI**

Designation *Team Leader (Credit Card)*

Duration *April 2003 to February 2006.*

Achievement

Achieving double of the target.

Computer skill

Diploma in Computer Application.

Educational Qualification

Graduated with 1st class in the session 1996 from Magadh University Bihar.

Passed in intermediate of arts in 1993 with 2nd div. from B.I.E.C. Patna

Passed matriculation in 1991 with 1st div. from B.S.E.B. Patna

Personal Detail

Father's Name : *Fakhrul Hassan*
Date of Birth : *4th February 1976*
Sex : *Male*
Marital Status : *Married*
Language known : *Hindi, English, Urdu*

Declaration:

I hereby declare that the above mentioned information is true to best of my knowledge and beliefs

Date:

Place:

(Mahboob Anwar)