

## NEELKAMAL SAMANTARAY

Address :Unit – III , QR No. S/53,Kharvel Nagar Bhubaneswar 751001, Mob- 7978113936  
email id - neelkamal.samantaray@gmail.com

### Profile

**12 + years of experience in Banking ,Sales , Operation & Administration.**

The detail profile is as follows:

#### **Banking Profile**

Dealt high transacting customers.

- Identify depleting customers and control them
- Reduce or improve on band 1 and band 2 customers
- Reduce band 1 and band 2 transactions

Handled cash receipts and payments and ensured transactions are carried out within the prescribed TAT with errors.Cash balancing and cash bundling.

Processing of retail FX postings / gold sales/prepaid cards. Issuance of DD/MC(within prescribed TAT).

Executed funds transfer/FD closure/Account closure etc.

Processed salary uploads, custodian of teller box ,cheque drop boxes, ATM. Ensured error free transactions of receipts and payments, vault custodian. Ensured highest level customer service and outward clearing process.

Capable of using quicken and other forms of banking software like CRM etc.

#### **Sales Profile**

Experienced in planning marketing campaigns, getting collateral developed & promoting the product & services.

Maintained good relationship with HNI clients and also worked as financial advisor.

Conducted risk profiling of all mapped clients for better advisory on investment needs and achieved target by managing portfolio clients

Generate leads for different product selling, also generate leads for third party products to the customers.

#### **Operations & Administration Profile**

Monitored large amount of movements and identified customers and diverted them to direct banking channels.

Maintained local stationary as per order levels / indent security stationary, process and follow up of admin related bills and payments.

Periodically check vault register, periodic exchange of keys lodged with other branch.

Managed collection, clearing / FCY cheques. Monitoring cash transactions. Report suspicious transactions, suspense accounts, deferred accounts, receivables, reconciling and maintaining of suspense accounts register.

Maintained records of all transactions, stock, voucher etc. Managed the house keeping, Security and customer service staffs.

Collect feedback from customers, record and resolve complaints.

### **Key Skills**

Banking product knowledge  
Team Management  
Communication

Planning and Organizing  
Sales and influencing skills  
Awareness of Banking regulations

### **Professional Experience**

#### **Royal Engineer & Construction**

**Role: Area Sales Manager**

**Duration: Aug 2017 till date**

#### **Roles and Responsibilities:**

- I look into the business development.
- Focus on Purchase supplies of equipment for properties.
- Plan and direct the purchase, sale, and development of real estate building.
- Supervise the sales staff and take daily reports on sale.

**Achievements:** In Royal Engineering & Construction, I got my confirmation of service after six months of my joining. Further I have also got incentive month on month.

### **INDUSIND BANK LTD. (Key Deputy Manager)**

**Role: Key Account Manager**

**Duration: Jan 2017 till July 2017**

#### **Roles and Responsibilities:**

- Managing the portfolio of 3 Crores.
- Monitor and address HNI Clients Banking & Investment requirement.
- Conduct risk profiling of all mapped clients for better advisory on investment needs and achieve target by managing portfolio clients.
- Regular contact with all mapped clients through weekly / monthly calls and resolution of queries of all mapped clients within TAT specified.

### **Kotak Securities LTD (Acquisition)**

**Role: Assistant Manager**

**Duration: Nov 2013 to Dec 2016**

#### **Roles and Responsibilities:**

- Managing the team & handle the HNI Client.
- Reaching out to all clients on a periodic basis and motivating them to invest through cross selling as many products as possible.
- Processing of Demat account of higher income group persons and guiding in investment.
- Creating new clients for generating investment in shares.

**Achievements :** In Kotak Securities I got my confirmation of service after six months of my joining. Further I have also got incentives month on month for better work and also got salary hike in a year.

**HDFC Bank (Teller and Welcome Desk)****Role: Deputy Manager****Duration: March 2011 to September 2013****Roles and Responsibilities:**

- Handling the Teller and welcome desk.
- Looking after the day to day operation of the branch and the audit
- Monthly reporting of day to day functioning of the branch .Finding out ways and means to generate funds for the branch.
- Focus on business development across liabilities, assets & revenues & improved client stickiness.
- Disbursement of the gold loan..

**Achievements :**In HDFC I got my confirmation of service after six months of my joining. Further I have also got bonus for better work and also got salary hike in a year.

**HUTCHISON ESSAR PVT. CO. LT****Role: CORPORATE SALES REPRESENTATIVE at Pune****Duration :Oct , 2006 to Feb, 2011****Roles & RESPONSIBILITIES:**

- handled post-paid connection in Corporate Sector of Hutch,
- Discussed the requirements from the company and offered them the best plan as per their requirements,
- Develop & generate new data from existing clients,
- Fulfilling monthly business targets by closing the prospective leads,
- Servicing to the customers to satisfy them through phone calls & visiting to them.

**Education**

MBA in Marketing : ICFAI University 2006.  
B.com : Utkal University 2004.  
+2 com : CHSE 2001.

**Personal Details****DOB:** 10<sup>th</sup> July 1984**Nationality:** Indian**Marital Status:**Married**Declaration**

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

**Date:** / /**Place:**Bhubaneswar