

## Avijeet Swain

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### OBJECTIVE

Obtain a challenging leadership positions applying creative problem solving and Team management skills with a growing company to achieve optimum utilisation of its resources and maximum profit.

### ACADEMIC DETAILS

- MBA (Marketing & HR) [2016] with aggregate of 8.5 from Biju Patnaik University of Technology

### WORK EXPERIENCE

- Worked as CSE in Muthoot Fincorp Ltd. from Aug 2016 to Apr 2019

Role :

.Providing excellent and quality Internal and External Customer Service.

.Verification of daily cash balance, Fund management, bank account operations and bank reconciliation to be exclusively monitored by the Branch Manager.

.Extending courteous support to all walk-in customers and educating them about the product & services company offers.

.Responsible for cross selling of all products and achieving of individual & branch targets.

.Responsible for tele-calling customers for following up on interest collection regularly.

.Prospects new SME loan clients and assists them for loan application. Has the ability to analyze and interpret financial statements of the business in order to assess the repayment capacity and financial soundness of the borrower.

•Maintaining Data of all Internal and External Customer

.Maintenance of Important formats & documents like Gold Loan/ Vault/Key Movement/ CIT/GIT Register/ Safe Custody / Bond Delivery/ Packet.

•Though it's a Gold loan sector we need appraise, process the Gold loan with system and pledge the gold of the customer.

Responsible for winning back old customers and ensuring that customer portfolio of the branch is maintained and enhanced.

•Achieving sales target both Gold loan & Sme loan.

•Generating New leads from the Walk-in Customer.

•Doing Marketing activity for awareness of Gold loan & Sme loan.

•Giving a lot of product speech to the customer to take different product.

•Handling queries of the customers.

•Preparing the Branch MIS for Sales Dept. and conversion MIS for Operation Dept.

•Convincing existing client to take policy like Tata Aig Health Insurance, Secured Debt, Sub-Debt (Fixed deposit and doubling scheme) & Swarnavarsham schemes.

•Doing FOREX and Money transfer transactions.

•Providing Vehicle loan & SME loan

- Working as Assistant Manager in IIFL Finance from Apr 2019 to till date

Role :Sales- Gold Loan,SME Loan,Vehicle & Health Insurance,Demat Account, SIP & Mutual Fund

1.Adhering to high ethical standards and comply with all the laid down processes / policies - KYC adherence, maintaining all important registers etc.

2. To provide high quality customer service, prompt resolution of queries pre & post loan disbursal.

3. Supporting branch staff in business development activities & helping to achieve branch targets.

### FIELD OF INTERESTS

- Objective to work in an organisation which provide opportunities for growth,learning & scope for the implementation of my skills and hence give my best to the organisation.i am looking for an assignment in sales & marketing/Business development/Corporate sales.
- Keen to work in sales & marketing sector for: Developing my teamwork skills.Engage with it better understanding about company for become a better sales person for the opportunity of advancement.
- Expert in implication of new financial policy for the new business development, proficient in identifying the new resources of fund and also invest them for getting good revenue. Excellent in utilisation of all resource,strong leadership and motivational skills.
- Ability to work under pressure & handle them it.
- Excellent communication with written and verbal skills.
- Looking for a position in sales & marketing to boost my career by using my sales and negotiation skills for achieving the company's target.

## SKILLS

- Self presentation and communication skills.
- Negotiation and sales skills, positive attitude & people oriented.
- Problem analysis/problem solving & analytical thinking.
- Organizations skills,Adaptibility-ability to work under pressure.
- Patience,poise,tact.

## STRENGTH


- Knowledge & resourcefull about the industry.
- Insightful highly motivated to learn about the Industry & experience.
- Skilled at balancing and prioritizing multiple task to meet deadlines.
- Management skills, Influencing,leading and delegation abilities.
- Highly organized and able to priorities effectively detail oriented.
- Travelling,Bike riding, Photography etc

## DECLARATION

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

Date : 22.11.2021

Place : Bhubaneswar

  
(Avijeet Swain)