

Kunal Singh

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### Summary of experience:

*A dynamic professional with more than 3 years of experience as a Relationship Manager at leading banks.*

*Experience in handling daily banking operations along with building good relationship with the customers along with managing a small team to sell banking solutions and drive sales and revenue generation goals.*

### Educational Qualifications:

- ✓ Post Graduate Diploma in Banking from **Manipal University** in the year 2016
- ✓ Mutual Fund Distributors Certification by National Institute of Securities Markets (NISM) in 2016
- ✓ Depository Operations Certification by NISM in 2016
- ✓ Certification done in **GOLD AUDITOR COURSE**

Qualification	College/School	University/Board	Year	Aggregate %
B.Com (Hons)	Dharanidhar Autonomous College	North Orissa University	2015	61.38
12 <sup>th</sup>	D.D. JR College	CHSE	2012	65.33
10 <sup>th</sup>	St. Teresa's School	ICSE	2010	59.4

### Work Experience:

*Worked in **ICICI Bank** from October 2016 to January 2020 as Deputy Manager*

*Worked in **IndusInd Bank** from February 2020 to July 2020 as Manager*

### Strengths and Skills:

- ✓ *Passionate and responsible towards my work, social, disciplined and ready to take initiatives*
- ✓ *Flexible and Capable of working in a challenging environment*
- ✓ *Good Knowledge of FINACLE software used for Banking operations*
- ✓ **Tools:** Microsoft Excel, Word, PowerPoint **Operating System:** - Windows 10

### *Work Details:*

*Company*                      *IndusInd BANK*  
*Location*                    *Mumbai - Andheri West Branch*  
*Duration*                   *Feb 2020 – July 2020*  
*Designation*               *Manager*

#### *Responsibilities*

- ✓ *Opening Trade accounts for Import Export Customers*
- ✓ *Providing proper solutions - connect online facility, Letter of credit, Bank Guarantee facility, Overdraft facility for customers uninterrupted business..*
- ✓ *Earn Revenue for Bank through third party products as well as handle daily banking operations and customer service.*

*Company*                      *ICICI BANK*  
*Location*                    *Mumbai - Andheri West Branch*  
*Duration*                   *Oct 2016 – Jan 2020*  
*Designation*               *Relationship Manager*

#### *Responsibilities*

- ✓ *Handle day to day banking operations and customer requests.*
- ✓ *Handling team of sales personnel for sales related targets and customer service.*
- ✓ *Assistance to existing customers in helping and resolving their issues.*
- ✓ *Encourage and help the customers in opening new accounts or availing suitable products and services.*
- ✓ *Setting up meetings with valuable clients for developing and maintaining good relations and also cater to their needs or issues.*
- ✓ *Initiate sales activities with the customers through cross selling.*

### *Personal Information:*

<i>Father Name</i>	<i>K K Singh</i>
<i>Date Of Birth</i>	<i>07 May 1992</i>
<i>Gender</i>	<i>Male</i>
<i>Languages Known</i>	<i>English, Hindi, Oriya</i>
<i>Marital Status</i>	<i>Single</i>
<i>Address</i>	<i>Room no 307, B wing, Amarnath Apartments, Andheri East, Mumbai - 400069</i>
<i>Nationality</i>	<i>Indian</i>

***DECLARATION***

*I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief.*

***Place: Mumbai***

***Kunal Singh***