

**VIKAS SONI**  
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## **OBJECTIVE:**

- Driven and motivated Business Development Executive and experienced in sales (Customer service and support) in banking sector for both outbound and inbound calls with 4 years of experience collaborating with sales leaders and account executive.

## **PROFESSIONAL SUMMARY:**

- Having total 4 years of experience in Business development executive and Tele sales (Customer service) inbound and outbound calling in banking sector.
- Researching organizations and individuals online to identify new leads and potential new markets.
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Generating business leads and following up on sales opportunities.
- Arranging meetings with clients and carrying out product demonstrations.
- Identifying, qualifying and securing business opportunities, coordinating business generation activities, developing customized targeted sales strategies.
- Reach out to existing and potential customers to present our product and services offering.

## **PROFESSIONAL EXPERIENCE**

### **Business Development Executive**

**Unnathi Learn Systems (ULS) – December 2016 to September 2019.**

#### **Responsibilities:**

- Identify and generate new leads, follow up enquiries and sales leads with new and existing clients.
- Planning and overseeing new marketing initiatives.
- Identifying new sales lead and maintaining good relationship with existing clients.
- Contacting potential clients via email or phone to provide information and set up meetings.
- Think strategically - seeing the bigger picture and setting aims and objectives in order to develop and improve the business.
- Work strategically - carrying out necessary planning in order to implement operational changes.
- Lead monthly training for executive management to provide them with recent research on best practices, sales strategies, and competition movement.
- Ensure staffs are on board throughout the organisation, and understand the need for change and what is required of them.
- Seek ways of improving the way the business operates.
- Attend seminars, conferences and events where appropriate.
- Negotiate pricing with customers, and suppliers in some cases.

### **Tele sales Executive (Customer service)**

**Polaris Financial Technology –June 2012 to January 2014.**

#### **Responsibilities:**

- Initiating sales of banking products credit cards, Loans and insurance policies with potential customers over the phone.
- Asking questions to engage customers and keep the conversation going.
- Listening to the customer needs to generate repeat sales.
- Adhere to policy and perform KYC checks.
- Managing, tracking and following up on leads by calling them.
- Keeping up to date on all products and informing customers of new products.
- Sharing the data with sales manager on daily basis.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal team.
- Listen and draw out the concern/problems to identify possible solution.
- Understand customer financial needs and recommend appropriate financial products to the customers.

## **ACHIEVEMENTS:**

- Awarded with “Star of the month” in 2017 and 2018.
- Awarded with 2 “VENUS AWARDS”.
- Awarded as “Top gun award” for maintain the quality as 100% & 100 Production on calls to resolve customer issues.

## **EDUCATION:**

- **Master of Business Administration:** Business administration and Finance – 2015.  
Osmania University – Hyderabad, India.
- **Bachelor of Commerce:** Commerce and Accounting – 2012.  
Osmania University – Hyderabad, India.

## **TECHNICAL SKILLS:**

- Knowledge on MS office tools MS-Excel, MS-word and MS-Power point.
- Knowledge on Internet Mailing (Email management) and Concepts.
- Advanced Macro Express concepts.
- Search engine research and online meeting tools.
- Social Media marketing tools.

## **SKILLS:**

Excellent communication and interpersonal skills.

Good sales ability.

Excellent problem solving skills.

Time management and organization.

Business development skills.

Negotiation skills.

Sales and marketing.

Administrative assistance and office support.

Process improvement.

Team player with positive attitude.

High customer service standards.

## **PERSONAL PROFILE:**

Father name : Omprakash Soni

Date of Birth : 26<sup>th</sup> June 1991

Marital Status : Single

Languages Known : English, Hindi.

Nationality : Indian

Visa status : Visit visa

I hereby declare that all statement made in this application are true and correct to the best of my knowledge and belief.

Place: Dubai

[VIKAS SONI]