**Faiz Syed**

Hyderabad, Telangana

-

Email me on Indeed: [indeed.com/r/Faiz-Syed/809894e67b04c220](https://www.indeed.com/r/Faiz-Syed/809894e67b04c220)

• Strong communication skills (written and verbal)  
• Good interpersonal skills with an ability to understand the customer's problem and solving them.  
• Ability to grasp new technical things quickly.  
• Strong English communication skills.  
• Expert in listening and resolving problems.  
• Expert in working pressure situations.  
• Proficient in delivering high quality result.

Willing to relocate: Anywhere

**Work Experience**

**Sales Manager**

**I. Company - Spice Stock Broking Pvt Ltd**

-

January 2011 to April 2015

Responsibilities:  
• Opening Demat & Trading Accounts  
• Reporting to traders and portfolio managers on investments cash availability.  
• Report/monitor portfolio security changes  
• Offer guidance and analysis to individuals and business for investment.  
• Handling daily customer query and complaints of existing and new client.  
• Chasing outstanding customer accounts.  
• Resolution of invoice queries including credits.  
• Communicating clearly and effectively with the accounts team.

**Associate Sales Manager**

**HSBC InvestDirect**

-

April 2009 to December 2010

Responsibilities:  
1. To acquire and build relationship with new client through financial planning tools.  
2. Relationship management of existing client to achieve a greater share of wallet.  
3. Building relationship with HNI client by handling and reviewing their investment portfolio and seeking referrals from them.  
4. Cross sell and generate leads of assets, Mutual Fund, DEMAT, Life Insurance products from existing and new customer.  
5. Generate referral from HNI account holder customer and migrate both HNI customer and referrals to preferred and classic portfolio.  
6. Handling daily customer query and complaints of existing and new client.

**Education**

**Master of Business Administration in Business Administration**

**ICFAI University**

2004 to 2006

**Master of Commerce in Commerce**

**Nagarjuna University**

2004 to 2006

**Bachelor of Commerce in Commerce**

**Nagarjuna University**

2001 to 2004

**Board of Intermediate Education**

1999 to 2001

**Skills**

Excel (Less than 1 year), MS Office (Less than 1 year), SAP (Less than 1 year), Word (Less than 1 year)

**Additional Information**

\* Work hard to achieve goals  
\* Learning new things in short time  
\* Ability to communicate well  
\* Enthusiastic  
  
Technical skills  
  
\* ERPs: SAP ECC 6.0  
\* Proficiency in MS Office (Word, Excel, Access, Power Point)