

RAKESH VERMA

H.No- 172, Sector 19/1 Huda Kaithal Distt. Kaithal (Haryana) 136027

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Seeking assignment in Assets/ sales/ with an organization of repute. Professional Snapshot

PROFILE SUMMARY

- A dynamic professional with more than 13.9 years of quality experience in Banking Function, Assets, Sales & Client Servicing with **HDFC BankLtd, Jetnet, Guru Nanak Academy, Theon pharmaceutical & Vatsa testing lab.**
- Presently working as **DSA** in Deals of Loans at Kaithal Location (Haryana)
- Expertise in Assets/liabilities Products, monitoring banking functions & maintaining healthy customer relations.
- Deft in exploring new avenues, generating business & charting out strategies contributing towards enhancing business volumes.
- An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities.
- Sound experience of assets (Advances and Loans).

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Current working as DSA in Deals of Loans from oct.2019 to till date.

Job Profile of Current Assignment

- Deals in all types of Loans, credit card, Life Insurance, General insurance, Health insurance, Saving and current accounts, Working Capital & all type of banking products.

Previous working as Personal Banker (Assistant manager) with HDFC Bank Ltd. From April. 2016 to Oct. 2019.Kaithal (Haryana)

Job Profile of Current Assignment

- Prompting excellent customer services, promptly resolving all queries and cross sell all the bank products. Cross Selling of CASA Products, Insurances, FDR, Home Loan, LAP, Gold Loan, Working Capital&,Mutual funds.

Competencies Preview

Sales & Marketing/ Business Development

- Managing the sales and marketing or promoting products and accountable for achieving business goals increasing sales growth.
- Achieving allotted Sales Targets, coordinating with the clients.
- Managing Customers problems& providing them redressed for their queries.
- Monitoring all Sales Activities.
- Ensure that the Targets on Liability Accounts/KGC (SB/CA/ – Values and No's) are met.
- Ensure that MTD / YTD cross sell targets.
- Close Monitoring of Complaint Management and ensuring timely Resolution of the same.

- **Staff Management**

- • Ensure that all staff are adequately trained on the products of the bank and sales process.
- • Ensure that all staff are trained on the process to be followed (including amendment with new circulars)
- • Monitor Staff productivity and give guidance on improving the same.
- • Ensure that all Team Member are sent for the class room training on a regular Basis.

ACHIEVEMENTS

- Appreciated by cluster head for excellent work in government business category by maintain Good relations in tune of 4 crore in2017-2018
- Got incentive every month and qualified every contest which was based on highest CASA,FDR,INSURANCE
- Qualified all contest launched by circle office from time to time like casa ,life Insurance, general insurance, mutual funds and FDR
- Appreciated by circle head for outstanding performance in opening of savings accounts.
- Won the contest in LI at HDFC BANK LTD. 2016-17

Previous working as RELATIONSHIP MANAGER with JETNET From June. 2014. to March. 2016.Karnal (Haryana)

Job Profile of Current Assignment

- Managing the sales and marketing or promoting products and accountable for achieving business goals increasing sales growth.
- Total Portfolio Includes working capital/LAP/ Home loan /KGC/TW/AL/Gold loan/CombineLoan/Tractor Loan and all other Agri Products.
- Handling mortgages home loan, working capital ,LAP & KGC mainly.
- Assessment of overdraft, Terms Loans and Drop Line Overdraft and preparing Credit Appraisal Memo for the same.

Previously working as Career Counselor GURU NANAK ACADEMY. from APRIL 2011 to MAY.2014. Ratia (Haryana)

Job Profile of Previous Assignment

- Managing , marketing or promoting products and accountable for achieving business goals increasing sales growth.

Previously working as QC MANAGER with THEON PHARMACEUTICAL . from NOV. 2010 to APRIL.2011. Nalagarh Disst-Solan (HP).

Job Profile of Previous Assignment

- Managing , marketing or promoting products and accountable for achieving business goals increasing sales growth. *The job context is mainly **responsible for sales &documentation.***

**Previously working as QC ASST.MANAGER with VATSA TESTING LABORATORY from
JAN. 2009 to NOV.2010. Murthal Sonapat (Haryana)**

Job Profile of Previous Assignment

- Managing , marketing or promoting products and accountable for achieving business goals increasing sales growth. ***Responsible for sales & documentation as per GMP***
Following IP, BP and USP guidelines as per the Quality control requirements.

EDUCATIONAL QALIFICATIONS

- **10+2** from Haryana Board with 51% marks. (2001)
- **B.Sc** from Kurukshetra University Kurukshetra with 56% marks. (2006)
- **MSc Biotechnology** from University of Rajasthan Jaipur with 63% marks.(2008)

PERSONAL DETAILS

Date of Birth: 13th Sep 1982

Marital Status: Married

Address: H.No- 172, Sector 19/1 Huda Kaithal Distt. Kaithal (Haryana) 136027

Dated

Rakesh verma