

ALPIT KOTECHA

H: 987-969-9655 | alpstkotecha@gmail.com

Experienced Banker - 11+ Years

SUMMARY

Results-oriented Branch Manager having ample amount of knowledge in banking sectors . Familiar with all relevant governing acts and statutes, as well as strategies and best practices to improve operations and enable business growth. Decisive leader, strategic planner and complex problem-solver, also Hands-on, client-oriented banking professional who implements creative investment strategies and is dedicated to continuous improvement.

SKILLS

- Sales proficiency
- Client services
- Strong work ethic & sense of banking ethics
- Leadership
- Research/due diligence
- Risk management evaluation background

EXPERIENCE

01/2021 - AT PRESENT **BRANCH MANAGER**

UJJIVAN SMALL FINANCE BANK LTD – JAMNAGAR

LOOKING AFTER BRANCH PERFORMANCE IN TERMS OF SALES AND OPERATIONS PARAMETERS. RESPONSIBLE FOR BRANCH OVERALL PROFITABILITY AND PERFORMANCE OF THE BRANCH. RECRUITMENT, TRAINING AND MANAGING TEAM OF 15+ EMPLOYEE.

06/2017 to 01/2021

Operations Head

Axis Bank - Jamnagar, GJ

Managing entire branch Operations as well allocated sales budget of the branch, Managing Team of Fifteen plus people.

Built productive relationships with stakeholders to continually develop new business. Keep monitoring of daily Forex transactions as well cms transactions of the Branch. Acquiring new customer relationship, including checking, servicing and lines of credit.

Researched banking guidelines and statutory requirements to stay updated on new laws and applications.

- 07/2014 to 06/2017** **Personal Banker Authoriser**
HDFC Bank - Jamnagar, GJ
- Managed Branch Operations. Also manage sales Team of the branch. In the way of proper training and hand holding about the process/compliance and New business.
 - Maintained good client retention rate by suggesting strategic investment plans based on fixed income and equity investing report evaluations.
- 12/2010 to 06/2014** **Front Desk Officer**
Axis Bank Ltd - Khambhalia, GJ
- Managing front desk of the Branch. Customer service and New business acquisition. Performed frequent customer visits to maintain positive and productive relationships.
 - More focused on HNI Clients of the Branch as well Government Business
 - Provided an exemplary level of service to clients to both maintain and extend the relationships for future business opportunities.
- 06/2010 to 12/2010** **Relationship Manager**
India Infoline Rajkot - Rajkot, GJ
- Sales of Online Trading and Demat accounts.
 - Generated new leads through various prospecting methods, which presented opportunities to sell services and build a larger client base. Mainly focused on customer of Yes Bank Rajkot Branch
 - Reviewed and analyzed client financial data to properly plan out proposals that would enable them to meet their wealth portfolio needs.
Revenue/Brokerage generation was the main task from the clients.
- 05/2008 to 07/2010** **Sales Officer**
HDFC Bank house rajkot - Rajkot, GJ
- Sales of Savings/current accounts and Online Trading and Demat accounts
 - Performed frequent customer visits to maintain positive and productive relationships.
 - Identified lucrative business prospects through cold calling, networking, marketing and database leads.
 - Received company Employee Performance Award after sales of 100 accounts in a single

EDUCATION AND TRAINING

- 2008** **BBA:** Account and Finance
P D Malviya Commerce Collage - Rajkot, Gujarat
- 2005** **High School Diploma:** Account and Finance
G V J HIGH SCHOOL - Khambhalia, Gujarat

AWARDS

Secured Top position for selling Highest number of Demat and online Trading accounts in HDFC Bank.

In Axis Bank, received appreciation certificate from President for qualified in central level contest for sourcing Highest life insurance and CASA Business.

ACTIVITIES AND HONORS

Member, Alumni Association

Member, Employee Union

CERTIFICATIONS

1) Life Insurance 2) General Insurance 3) Mutual fund (AMFI)

PERSONAL INFORMATION

Date of Birth : 29th January 1988

Sex : Male

Marital Status : Single.

Contact : +91 98796 99655

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REFERENCES

Mr Jaydeep Bhatt
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Branch Manager
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DECLARATION

I hereby, confirm that above stated information are correct and best of my knowledge.

Thanking you
Alpit Kotecha