

Pulkit Ahuja

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In quest of challenging assignment with an organization of repute.
To be a part of organization that can leverage my functional, analytical and managerial competencies in the area of Banking & financial management embarking on my knowledge of sales, service & operations.

PROFESSIONAL EXPERIENCE

Kotak Mahindra Bank Ltd. – July 2018 to till date

Designation- Service Manager – NR division – Jaipur.

- Actively managing a portfolio of 100 CR of NRI customers across Rajasthan.
- Responsible for cross selling for various banking products like Savings Account, Term Deposit, forward booking etc. to existing & new NRI customers.
- Coordinating with the product, process & branches in order to execute critical transaction with adherence to compliance.
- Responsible for FX activation.
- Generating referrals/leads from existing customer/NTB.
- Responsible for maintaining high Net Promoter score (RNPS & TNPS).
- Responsible for effectively managing customer grievances and complains and closing within TAT.
- Assisting Area Manager/Relationship manager in efficiently completing the account opening process.
- Ensure all new to bank clients on board for online platforms like Net banking, Mobile Banking and Customer care channels.

Genus Power Infrastructure Ltd.

Designation- Assistant Company Secretary, Jaipur – November 2014 to February 2017

- Compliances with Stock Exchanges, Depositories & SEBI.
- Conducting the grievance redressal system in the department for resolving the problems of shareholders.
- Assisting in calling Board meetings, AGM/EoGM & various Committee meetings.
- Updating various Statutory Registers of the Companies as per the New Companies Act 2013.
- Coordination with Registrar & share transfer Agent with regard to various matters of shareholder.
- Managing the data of unpaid/unclaimed dividend of shareholders.

Training undertaken

- TEAM CLV ASSOCIATES, New Delhi, India-Secretarial Training
- GRAVITA INDIA LIMITED, Jaipur, India-Secretarial Training

ACADEMIC QUALIFICATION

- Bachelor of Commerce – 2007 to 2010 – University of Rajasthan

- Company Secretaryship – Institute of Company Secretaries of India
- Bachelor of Law – 2012 to 2016 – University of Rajasthan

ACHIEVEMENTS

- Awarded twice as Best Service manager – PAN India.
- Achieved 100 % complaint management in the year 2019-2020.
- Recognised and rewarded multiple times in Sales and service campaigns across region.
- Awarded as best participant in residential management skill program – ICSI, held at Mumbai.

ADDITIONAL INFORMATION

Language proficiency: English, Hindi and Punjabi.

Current Work Location – Jaipur – Rajasthan

Address – 57, Kasturba Nagar, Nirman Nagar – Jaipur 302019.

Father Name: Mr. Ashok Ahuja

Marital Status – Married

PAN Number – BCWPA7014D

Current Reporting - Regional Service Manager – NR.