

CURRICULUM VITAE



SOORAJ B R

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SYNOPSIS:

Self motivated and quick learning with the ability to work under pressure and meet dead line.
An effective communication with excellent relationship, management skills and strong analytical problem solving and organizational abilities.

CAREER OBJECTIVE:

To work in a reputed company with the aim of contributing my efforts towards achieving its goals, which would at the same time help in enhancing my talents and bringing out my potential.

EMPLOYMENT HISTORY

➤ ***HDFC BANK(2022 MARCH-PRESENT)***

**DESIGNATION: PERSONAL BANKER
DUTIES & RESPONSIBILITIES**

- MANAGE CUSTOMER BANK ACCOUNTS; OPEN,CLOSE,OVERSEE TRANSACTIONS.
- ADVISE CUSTOMERS ON BANK SERVICES AND PRODUCTS OF THEIR NEEDS.
- RESOLVES ISSUES WITH BANKING SERVICE AND ACCOUNTS.
- PRESENTING AND SELLING BANKING SERVICE AND PRODUCTS TO EXISTING AND PROSPECTIVE CLIENTS.

➤ ***CATHOLIC SYRIAN BANK (2018 -2022 MARCH)***

**Designation: Business Development Officer (Gold Loan)
Duties & Responsibilities**

- To promote products and services of the bank, with an aim to achieve given target,by direct and indirect sales/marketing. Identify and utilize opportunities to cross-sell other product of the bank
- Conduct Market research, including area mapping, to identify sales possibilities and evaluate customer needs.
- Plan and carry out sales and marketing activities,in the assigned areas and markets
- Planning and implementation of Gold Loan marketing activities Achieving Sales Target
Introducing new customers into Bank

➤ ***MUTHOOT VEHICLE AND ASSET FINANCE (2017- 2018)***

**Designation: Accounts Executive
Duties & Responsibilities**

Making pitches to win new business
Keeping in contact with the client
Managing the accounts budget and invoicing the client

➤ **GEOJIT BNP PARIBAS (2016 -2017)**

Designation: Business Support Executive

General Role: Execute operations, sales and administration job of the branch.

Duties & Responsibilities

Receiving visitors coming to the Branch.

Explain about the company, its products & service to visitors

New Client Prospecting Through cold-calling, appointments, reference etc. Provide financial advice to clients on different investment option.

Update client on the latest MF Schemes, NFOs, IPOs etc. and updates on market trends
Provide after sales service, follow-up and client retention.

Prepare daily sales report and send to Branch Head.

Make entries in the back office of Business done by the Branch. Support branch promotional activities.

Account opening.

Account keeping-Pay in/Payout, AMC collection and Petty cash etc. Maintain all branch documents and registers.

Handle routine administration functions.
Co-ordination on with departments in HO & RO.

➤ **Muthoot Finance Ltd (April 2013- May 2016) Designation: Junior Relationship Executive**

Duties & Responsibilities:

Money Transfer Service: Experience in Inward and Outward Money Transfer Transactions.

Cashier: Handling all the cash transactions of the branch. Checking daily cash accounts. Posting the transactions manually and electronically. Ensure that the cash balance is tallying with the system at the end of the day.

Clerical Works: Preparing Monthly Statements Bank Reconciliation, Cheque utilization, salary slip, incentive bill etc, posting daily entries in office ledgers and account the daily transactions in our accounting software. Assisting Branch Operation Manager & to communicate the internal department for document flow..

Forex Dealings: Informing clients about the possibilities and conditions for buying and selling foreign currencies. To provide foreign exchange services to clients & process cash transactions in the national and foreign currencies. Recording all foreign exchange transactions and comparing records with the actual state of cash.

Customer service: Greet the customers entering into the branch. Guiding and solving queries of the customers and to build good relations with the customers.

Insurance: Good ability to sell insurance product (Health, criticare, life)

EDUCATIONAL QUALIFICATIONS

2008 - BA degree in Tourism from Devasam Board Kottayam approved by MG University.

**2005- Vocational Higher Secondary Karavaram Higher Secondary school Karavaram 2003-
Secondary School Level Certificate (SSLC) from Boys HSS Attingal.**

LANGUAGES KNOWN

English, Malayalam and Tamil.

INTERESTS & ACTIVITIES

Travelling, Watching Film, Reading and playing Cricket

COMPUTER SKILLS

MS Office (MS Open Office, MS Word, MS Excel)

PERSONAL DETAILS

Date of Birth	03/05/1988
Mother Tongue	Malayalam
Nationality	India

DECLARATION

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

DATE:

PLACE:

SOORAJ B R