CURRICULAM VITAE

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| **SALMAN RAZA**  **Mobile:** +91 7017547927  **E-Mail:** siddiqui[salman057@gmail.com](mailto:salman057@gmail.com) | 22/2554 PURANI MANDI  SAHARANPUR (U.P) |

# OBJECTIVE

To make a significant contribution to the growth of an organization with my experience and skills. I am flexible to suit the requirement of the organization and upgrade myself to meet the corporate challenges ahead. Dedicated and loyal towards work & the organization.

**WORK EXPERIENCE**

## Axis Bank Pvt Ltd. – Sep 2022 to Dec 2022.

## Designation: Sales officer (B.L)

* Sales activities
* Opportunity to develop cross-functional expertise with exposure to Asset Sales, Credit, Operations, Branch Banking & Wealth Management.
* Develop customized packages and processes for companies to drive bulk sourcing.
* Drive micromarketing and customer engagement activities in given portfolio of companies e.g. client seminars etc

## BYUS Learning Application – Feb 2022 to 2022

## Business Development Trainee

# JOB PROFILE

* Work closely with Sales Support for smooth functioning/ flow of applications and processes.
* Opportunity to develop cross-functional expertise with exposure to Asset Sales, Credit, Operations, Branch Banking & Wealth Management.
* Develop customized packages and processes for companies to drive bulk sourcing.
* Drive micromarketing and customer engagement activities in given portfolio of companies e.g. client seminars etc

## Organization: “HDB Finance Services (HDFC Bank)” – OCT 2021 to Jan 2022.

**Designation:** “Sales officer (BL)”

# JOB PROFILE

* Work closely with Sales Support for smooth functioning/ flow of applications and processes.
* Opportunity to develop cross-functional expertise with exposure to Asset Sales, Credit, Operations, Branch Banking & Wealth Management.
* Develop customized packages and processes for companies to drive bulk sourcing.
* Drive micromarketing and customer engagement activities in given portfolio of companies e.g. client seminars etc

## Organization: “Yes Bank” – SEP 2020 to SEP 2021.

**Designation:** “Senior Officer and Client Relationship Partner”

# JOB PROFILE

* Opportunity to develop cross-functional expertise with exposure to Asset Sales, Credit, Operations, Branch Banking & Wealth Management.
* Develop customized packages and processes for companies to drive bulk sourcing.
* Drive micromarketing and customer engagement activities in given portfolio of companies e.g. client seminars etc
* Provide a comprehensive, multi-product banking solution to companies for their employees including payroll linked bank accounts, credit cards, loans, insurance products etc
* Plan and implement sales strategies with the team to achieve targets.

1. **Organization: “Merry Infotech Software” - NOV 2018 to FEB 2020. Designation:** “Sales Executive ”

# JOB PROFILE

* Maintaining daily records & updating regularly.
* Maintaining correspondence & communicating accordingly between Organizations.
* Letter drafting & Communicating through Telephonic & E-mail accordingly between Organizations.
* Generating Sale Bill of different companies & making C-Form and follow up.
* Handle all maintenance and repairing for these locations.
* Preparing MIS in Excel.

## Organization: “NATURAL SELECTION HANDICRAFT” – MAY 2013 to DEC 2015.

**Designation:** “Accountant / Back Office Executive”

# JOB PROFILE

* Maintaining Import / Export documentation.
* Making RTGS/NEFT, Cheques, Party payment letter of the different vendors.
* Handle all maintenance and repairing for these locations.
* Working with online entering data.
* Making wages & salaries details of employees.
* Responding E-mail, Online working, Scanning and Fax to respective companies.

## Organization: “ M I Industries” - JUNE 2011 to MARCH 2013. Designation: “Accountant ”

**JOB PROFILE**

* Letter drafting & Communicating through Telephonic & E-mail accordingly between Organizations.
* Making Purchase orders, Stock details, Couriers, Vouchers & Filling Employees form.
* Making RTGS/NEFT, Cheques, Party payment letter of the different vendors.
* Generating Sale Bill of different companies & making C-Form and follow up.
* Handle all maintenance and repairing for these locations.
* Take care of Housekeeping, Stationery, Travel & Insurance.
* Maintaining Filing records systems.

# ACADEMIC QUALIFICATION

* Completed Graduation in Commerce From **CCS University** in **2011**
* Passed Senior Secondary School Examination From **CBSE** in **2008**
* Passed Secondary School Examination From **CBSE** in **2005**

**CERTIFICATE**

 Certificate in General English language Course from **INLINGUA, New Delhi**

 Certificate in IT Tools and Application from **MSME, Noida**

 Certificate Course in Retail-Traninee Associate from **NIIT, NEW DELH**I

# SOFTWARE SKILLS

* Window-2010, 2008, 2007, XP
* Ms-Word, Ms-Excel, Ms-PowerPoint
* Internet Surfing, Online working, E-mail, Scanning, Fax etc

# PERSONAL DETAILS

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| **Permanent Address** | 22/2554 PURANI MANDI  SAHARANPUR (U.P)  . |
| **Father's Name** | Mr. Islam ul haq |
| **Phone Number** | 7017547927 |
| **Date Of Birth** | 22 Nov 1989 |
| **Marital Status** | Unmarried |
| **Language Known** | Hindi & English. |

**Date:**

**Place:**  **(SALMAN RAZA)**