

# RESUME

## **DHARMENDRA SINGH**

A-227/14A, Gali No. 9

Near 4½ Pusta, Som Bazar

South Gamri Extension

Delhi – 110053.

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### **CAREER OBJECTIVE:**

Seeking high level assignment in Sales & marketing, Business Development in an organization where in the entire creativity can be put in play. To do the best in whatever I do, and win all the aspects of life.

### **EDUCATION QUALIFICATION:**

Examination	Year	Board
Graduation	2004	Delhi University
Intermediate	2000	C.B.S.E.
High School	1998	C.B.S.E.

### **PROFESSIONAL QUALIFICATION:**

- Basic Knowledge of Computers.

### **WORK EXPERIENCE:**

- Working with HDFC as a BSO (Branch Sales Officer), from 19 November 2009 to till 2016 in Mayur vihar phase 1 delhi
- Working with HDFC Bank Ltd. as a Welcome Desk PB Sales from 1 jan 2016 to 31 March 2020 in (Geeta colony Branch Delhi)

### **Job Profile:-**

- Understanding of interdepartmental work related issues and knowledge –influences the relationship with the channel.
- Handling of queries & account opening of savings, current accounts.
- Cross selling of revenue products like life insurance, General Insurance, Mutual Funds and Asset Products like Home Loan, Auto Loans.
- Managing customer centric operations & ensuring customer satisfaction by achieving delivery & service quality norms.
- Attention Control, Level of knowledge of the manpower team.

- Adherence to KYC norms and handling of KYC alerts.
- Target vs. achievement.

#### **OTHER CAPABILITIES:**

- Leadership & management
- Smart working & business perspective as well as adequate knowledge of the subject
- Ability to relocate
- Willingness to learn
- Welcome new challenges
- Able to meet deadlines
- Good Interpersonal skills
- Good observation & Listening skills

#### **PERSONAL DETAILS:**

Name	:	Dharmendra Singh
Father's Name	:	Shri Pratap Singh
Date of Birth	:	15 June 1981
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Male
Languages Known	:	Hindi
Hobbies	:	Music & Cricket

I here by confirm that the information in this document is accurate and true to the best of my knowledge.

DATE

PLACE

DHARMENDRA SINGH