

VIKS KUMAR

S/O Devendra Prasad Sinha Swami Shajanand Sarswati Nagar Bhagwanpur Muzaffarpur
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| Objective | To establish own and grow along with organization and develop social, financial goal as every individual needs and impart own skill and ability for future generation and role model for them in their life. |
| Skills & Abilities | Imparted and trained as an organization ,worked in every field as part of IT ,Sales,Marketing,HR,Operation etc. and experienced gained as what I studied in B.sc Zoology, to understand Human and Behaviors, as Well as Skilled as Management , Study in PGDBM. |
| Experience | <p>Director, ATHARV INVESTMENT PORTFOLIO PRIVATE LIMITED JUNE 2009 – Till Date.</p> <ul style="list-style-type: none">1. All Location Master Schedule –HDFC Referrals or Pick Up cases.2. Monthly Declaration:-Nagpur-HDFC, Nagpur-HDB (ID Card-Recon) Chandrapur, Wardha, Yavatmal.3. Receipt-Recon, Repo Recon.4. Trails:-Calling till 7th of Month (LAP, UNSECURED, AUTO Nagpur Data)5.HHT Middleware-uploading allocation executive wise ,print format (Nagpur,Gondia & Amravati).6. Middleware (Master downloads- Daily basis for allocation and not allocated case check and allocate to executive wise & bukt and DPD) for Nagpur location.7. Repo Kit –Request Letter, feedback to CLM for approval/Trail Upload.8. Settlement: Request (on mail /feedback trails).9. Daily schedule (HDFC & HDB) of all location (Preparing Master file Deposition).10. LAP Allocation, mixed allocation –Akola, Amravati, Yavatmal, Wardha.11. HDB Referrals lots:-Allocation, Calling (recording), Executive confirmation on field, Trails.12. Feedback (Pickup NPDC/TW/PL/AUTO Cases-(NGP-Chandrapur).13. Request Letter:-ID card issuance/Cancellation, Receipt Book issuance, Repo Kit (Chandrapur, Wardha, yavatmal, Nagpur).14. Record Filing Checks-Audit Preparations (Deletion of emails etc.)15. HDFC & HDB Bills (LAP, UNSECURED, AUTO, TW).16. Cross Check of CD allocation file /schedule, Receipt cut deposition slips-signature.17. HDB lots-Upload in HHT/DIGI Middleware |

- Stat-Card helps for ANF, NC cases (Flows/referrals).
18. HDB –Referrals-cases (unpaid) reviews/conceals/Till (month end closure.)
 19. HDB Referrals- Projection, Projection Chart
 - 20.DRA Candidate:-Enrolment, Training Batch Confirmation, DRA Exam, Admit Card,
Mark sheet Certificate.
 21. DRA Documentations (Dedupes/Scan Copies/COC/NOC-Bills).
 22. Letters and email responses.

Relationship Manager, DCB BANK LTD

25 JUNE 2007 – 02 FEB 2008

- Same role as HDFC Bank only shift is towards more focus on operational aspect for services excellence and gain more knowledge of software Finacle, environment rather Finware of HDFC Bank.
- Sales of Third Party Product and Cross sales of Various Banking Products.
- Build relationships with client on assigned bank's customer portfolio for mutual fund and insurance sales.
- Manage client and coordinate with various internal departments for completing the s daily operation task.
- Calling and inviting client to branch and complete the KYC task.
- Represent a company in front of various corporate product mixes to build a relationship for business.
- Meeting the revenue targets
- Understand the client requirements and put the banking product with need analysis and put across the right kind of product sales to enhance the assets and liability of Bank.

Sales Manager, KOTAK LIFE INSURANCE LTD , as

AUG 11, 2006 -JUNE 25, 2007.

KRA:

- Recruitment of the team insurance advisor for insurance sales.
- Monitor team performance and report on metrics given.
- Motivate and lead team members.
- Discover training needs and provide training along with Training Manager.
- Recognize high performance and reward accomplishments.
- Encourage creativity and do promotional activity with Marketing Manager.

Investment Relationship manager. HDFC BANK LTD: as

Since 10 June 2005 till 10th Aug 2006.

KRA:-

- Sales of Third Party Product and Cross sales of Various Banking Products.

- Build relationships with client on assigned bank's customer portfolio for mutual fund and insurance sales.
- Manage client and coordinate with various internal departments for completing the s daily operation task.
- Calling and inviting client to branch and complete the KYC task.
- Represent a company in front of various corporate product mixes to build a relationship for business.
- Meeting the revenue targets
- Understand the client requirements and put the banking product with need analysis and put across the right kind of product sales to enhance the assets and liability of Bank.

Personal Banker-corporate, ABN AMRO BANK LTD

APRIL 01, 2005- June 10-2005 (3 months)

KRA:-

- Sourcing of salary account
- Sale of Mutual Funds, Insurance.

Territory Sales Manager, Elbee Express Ltd. as

Jan 18th 2005 -31st March 2005

KRA:-

- Corporate sales , had to sign the contract for courier business in corporates.
- Collection and Billing for the signed corporate.
- Monthly Bill raising and payment follow up.

On job Training when was pursuing PGDBM ICICI Bank Ltd as Financial Counselor for MF

KRA:-

Acquisition of Client for Mutual funds and managing client portfolio

Feb 2003-2004

Enrol for Higher Study(Join Wigan & Leigh College for PGDBM education

Cyber mine Integrated Services Pvt. Ltd. (3 MONTHS) May1, 2002 -

AUG 1 2002 as

Business Development Manager

KRA:-

- Acquisition for Server Co-location in India and USA.
- Domain Name and Web space Sell.
- Acquisition channel partner or sub reseller for domain and web space.

Customer Support Executive,Vsplash.com as

March8, 2000 -Feb 8, 2001

KRA:-

Customer service in terms of Domain Name Registration.

Process how to use the readymade websites, content filling etc.
Participation in Exhibition and Promotion for the organisation.

Education

10th Education: B.B Collegiate, Muzaffarpur, Bihar. Year 1992 Percentage: 65%.

12th Education: I.Sc. L S College, Muzaffarpur, Bihar Year 1994
Percentage 67%.

Graduation: B.Sc. (zoology), L. S. College Muzaffarpur Bihar Year 1994-1998 Percentage 67%.

Post Graduate: PGDBM -Marketing, Wigan & Leigh College, Mumbai
Year 2005.

Others: AMFI, IRDA-LIFE & General Insurance, NCFM-Commodity,
MCX Certified Commodity Professional.

Computer Knowledge: MS-Office, Photoshop, Internet.

Digital Marketing from Manipal Prolearn-
SEO/SEM/SMM/ANLYTICS/ORM

Typing Certificate:<https://www.ratatype.com/u581028/certificate/>

Sports: Cricket & Football

Hobbies and Interest: Reading, watching Movies.

PERSONAL INFORMATION:

Date of Birth: 5th June 1977

Place of Birth: Muzaffarpur, Bihar

Nationality: Indian; Religion: Hindu.

Father's Name: Late Devendra Prasad Sinha;

Mother's Name: -Late Manju Sinha.