

CURRICULUM VITAE

SUNIL KUMAR GUPTA

Address: Wz 119a budella vikaspuri ,Delhi(110018)

MOB: 8769493317

Email id:Kumarsunilvisit10@gmail.com

CAREER SUMMARY:

- 7 th sep 2018 to july 2020, As a Relationship Executive in HDB Financial Services Ltd. (A Subsidiary Company of HDFC Bank)
- Hands on experience in Merchant establishment ,casa , Bussiness loan, Overdraft limit , Credit card .

CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which gives me job satisfaction & self-development and help me to achieve personal as well as organisational goals.

PROFESSIOINAL AND INDUSTRIAL EXPOSURE:

Current-Company: HDB Financial Services Ltd. (A Subsidiary Company of HDFC Bank)

Designation: Relationship Executive.

Job Profile:

- Reviewing & guiding the meeting with team members & as per the present day plan facilitating the team members for smooth target achievement.
- Through knowledge of Personal follow up on leads from customer inquiries online or through customer service.
- Assisted customers with opening new accounts, pos machine, Business loan , Credit card ,Overdraft limit.
- Established training programs, set goals and conducted performance reviews of team members and also provide appropriate guidance and motivation as needed.
- Create a culture of exceptional focus on the customer.
- Prepares documents for management review and reporting.

ACADEMIC QUALIFICATION

Qualifications	School/college	Board/University	Year of passing	Percentage
B.TECH(ME)	Shankara institute of technology	R.T.U. KOTA	2017	66.5%
12 th	R. k . college Madhubani	B.S.E.B. PATNA	2011	63.6%
10 th	High school jainagar	B.S.E.B. PATNA	2009	58%

SOFTWARE PROFICIENCY

- MS Office
- Auto CAD

AREAS OF EXPERTISE

- I have the experience of handling any kind of situation. I can also work in adverse situation as I have faced such kind of circumstances before. I have the decision making power and I know how to grip the mind of customer.

PERSONAL SKILLS

- Strong motivational & leadership skills.
- Ability to work independently or as a part of team.
- Highly organized and eager to learn new things.
- Ability to produce best result in pressure situation.
- Decision making

PERSONAL DETAILS

- **Father's Name** :- Ganga Prasad gupta
- **Mother's Name** :- Kusum devi
- **Date of Birth** :- 28th sep 1994
- **Gender** :- Male
- **Nationality** :- Indian
- **Languages Known:-** Hindi,English
- **Hobbies** :- Interacting with People and watching cricket

DECLARATION

I am keen to continue my career and prepared to work in order to achieve my organisation objectives and hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place: Delhi

SUNIL KUMAR GUPTA