

EDUCATION



B.COM (SECOND CLASS)

Saurashtra University 2002

▪ H.S.C (67%)

G.H.S.E.B Gandhi agar 1998

▪ S.S.C (50%)

G.S.E.B Gandhinagar 1996

ADDITIONAL EDUCATION

● Computer Hardware and Networking from Jetking Baroda Hub

(computer networking devices, are physical devices which are required for communication and interaction between devices on a computer network)

● BCDE (BSE Derivative)

EXPERIENCE



2 April 19 – Cont.

Company:- India Home loan Ltd

Designation :- Branch Manager

Location : Vadodara

Job responsibilities ➤

- To Handle Two branch of company Vadodara and Surat
- Loan in only Govt. Housing Projects in Vadodara and Surat
- To Complete Target of Loans and Collection of both branches
- To Complete Target of Life insurance and Property insurance.

KEY POINTS

- Organization
- Teamwork
- Critical Thinking
- Writing
- Coordination of Efforts
- Flexibility
- Leadership
- Management
- Computer
- Problem Resolution
- Planning
- Independence
- Ability to Prioritize



Jan 15 – 1, April 19

**Company :-Prarthana School (CBSE
Affiliated Private School)**

Designation :- Administrator

Location :- Vadodara

Job responsibilities ➤

- Acquire new admission from 40 k m radius of school.
- Handling all accounts data of school.
- Salary Department.
- Transport Department.
- Admin department.

SKILLS

Honest



Growth mind set



Punctual



Positive attitude





Dec 11 – Dec 14

Company :- India Infoline Finance Ltd (GOLD Loan)

Designation :- Branch Manager

Location :- Porbandar

Job responsibilities ➤

- As a Branch Manager taking care of all branch generate good revenue through Interest of Gold Loan Even complete target of Gold loan.



May 08 – Nov 11

Company :- ICICI Securities Ltd

Designation :- Area Development Manager

Location :- Surat

Job responsibilities ➤

- Handling team of 41 Sub-brokers across All outh Gujrat (Anand, Baroda, Surat to Vapi, Selvassa ,Daman) Explore Different Markets and identify potential

brokers Convince them to join our channel

- Make arrangements to set up terminal at their locations give them initial & product training.
- Maintaining Relationship with them Help & motivate them to develop their business
- Job involves increasing Sub-broker Channel, client base of Sub -Broker's along with their overall turnover through equity, Derivative, L.I, and G.I & HFC FD.
- Checking & scrutinizing the applications for Account Opening., Solved all queries of sub broker, Every months Visit sub broker's outlet & training to sub broker's clients, Maintaining MIS, attending con call & meeting.



Jan07 – May 08

Company :- ING VYSYA LIFE

Designation :- SALES MANAGER

Location :- JAMNAGAR

Job responsibilities ➤

- Selling of life insurance policy ,Recruitment of Associates
- Advise clients or customers
- Advise retail dealers in use of sales promotion techniques

REFERENCES

As Per your Requirements.

PERSONAL DETAILS

- **D.O.B** ➤ 21th June 1980
- **Gender** ➤ male
- **Language** ➤ Gujrati, Hindi, English
- **Hobbies** ➤ Meet & talking with people, Playing games, Listening song



Feb 05 – Dec 06

- Analyze market or delivery systems
- Analyze sales activities or trends
- Assign work to staff or employees
- Conduct market research
- Conduct or attend staff meetings
- Conduct research on work-related topics
- Conduct sales presentations
- Coordinate staff or activities in clerical support setting
- Determine customer needs
- Develop budgets

Company :- ICICI DIRECT
Designation :- Customer Services Executive
and Online Trading on Terminal of ICICI

Location :- Porbandar

Job responsibilities ↗

- Handling 180 clients for online trading with ICICI direct
- New client activation for trading

With product IPO/ MF/Corporate FD/Home Loan

DECLARATION

I hereby declare that all the information stated above is true to best of my knowledge and belief. I take the responsibility of any mistakes in data if occur in future

PARESH
SHUKLA