

GURMEET SINGH

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Dhani Bakhtawar Singh Wali, PO Nathwana, Tehsil Sangaria, Distt. Hanumangarh-335063

OBJECTIVE

Seeking a position in a company that will allow me to apply and enhance my skills. I wish to work in an environment where I will get both, challenges and opportunities for my growth and progress. To carve a niche for myself in this immensely challenging and competitive world and building upon a career path that leads to professional enhancement and growth.

***WORK EXPERIENCE**

01 August 2017 to Till Date

Working with HDFC Bank LTD. as Sales Officer at Sangaria, Rajasthan

Role and Responsibilities:-

***Portfolio Management:**

- Maintaining healthy relation with borrowers and with associated person like as collection team.
- Managing healthy relationship with other vertical of bank for good service to customer like as operations, credit and retail branch.
- Providing training to field executive.
- Handling the portfolio of approx 20 Crores which has been provided in my portfolio.
- There is not any delinquency like NPA/LNPA in the portfolio which is being handling by me.
- Have been among the top performers who generated and delivered maximum business like life insurance, tractor loan, auto loan, gold loan, CASA & all others third party and assets products.

***Human Resource Management**

- Recruit sourcing and non-sourcing staff.
- To ensure best use of their capabilities to achieve organizational objectives.
- Maintenance of healthy environment among team to increase productivity.
- Use of personal network skills to ensure minimum employee turnover.
- Regular training to all team members. It is very critical for growth of employee individually.
- Coordination of all departments to get the task completed for this purpose use of interpersonal skills to network among various departments, offices and people.

***ACADEMIC QUALIFICATION**

Completed Post Graduation in Pol. Science from MGSU Bikaner.

B.A. from MGSU Bikaner in 2015.

Sr. Sec (Agri.) from BSER Ajmer in 2008.

Sec. from BSER Ajmer in 2004.

***STRENGTH**

Marketing/business development aptitude.

Entrepreneurial spirit with a strong work ethic.

Time management skills and the demonstrated ability to meet deadlines.

Excellent interpersonal skills and high level of integrity.

Deep knowledge of Retail banking operations work of the bank.

Knowledge of financial products available to retail investors.

***TECHNICAL SKILLS**

- CTTC from NCTI Delhi.
- Internet.

***PERSONAL STRENGTH**

- Dedication, smart working, quick learner, ability to work in team

PERSONAL PROFILE

Father's Name	Sh. Jagseer Singh
DOB	15-07-1989
Marital Status	Unmarried
Languages Known	Hindi, English, Punjabi

Declaration:

Certified, the information stated above is true and correct to the best of my knowledge.

Date :-

Place: -

Gurmeet Singh