

CURRICULUM VITAE

NAME: NISHANT JAIN

ADDRESS: HN -88 PN-1 Anand Nagar Ajmer 305001

MOB NO: 8209491330

EMAIL ID: 20nishantjain@gmail.com

Career Objective

Seeking a reputable position as system based progressive organization where I can utilize my skills and in tandem develop new ones.

Key Skills

Key Account Management, Channel Management, Interpretation, Negotiation and an effective communicator with excellent relationship building & interpersonal skills.

Synopsis

- MBA with specialization in finance
- Have good interpersonal skills with strong analytical, problem solving & team based approach.
- Strategic, self-motivated and creative.
- Work well in a collaborative environment and readily take direction.
- A dynamic go-getter and quick learner with ability to work under pressure and meet deadlines.
- Effective verbal and written communications skills.

Academic Background

| COURSE | Institute/college | University/board | Percentage% | year |
|------------------|---|-------------------------------------|-------------|------|
| 10 th | Guajarati senior secondary school Ajmer | Rajasthan board | 67.50% | 2004 |
| 12 th | Guajarati senior secondary school Ajmer | Rajasthan board | 56.46% | 2006 |
| B.com | Government college Ajmer | Mds university | 56.55% | 2009 |
| M.B.A | Global College Ajmer | Rajasthan Technical University(RTU) | 60.50% | 2013 |
| CHNA | IANT | IANT | 68% | 2015 |

Work Experience

Company: CMS Info System Pvt Ltd

Designation: Senior Associate

Duration: April 2009 to march2011

- Job Profile:
- Responsible For Corporate Clients Queries &Solution.
- Coordination with team member
- Coordination with the finance department and local bank.
- Back office and accounts work.
- Submit a Report of Daily Routine work.
- Responsible for making Financial Planning of the customers.
- Building a Team
- Motivate & Provide Guidance to team mates & nurtures

Company: Reliance Retail Ltd.

Designation: Store manager

Duration: July 2013 To Jan 2016

Job profile:

- High level of customer service.
- Responsible for store p&L
- Day to Day sales tracking and store operation management.
- Ensure proper presentation and display of product as per planogram
- Promotional offer management and execution.
- To ensure that the visual merchandising in the store is as per guidelines
- Ensure that the store operations are carried out to comply with both company policy and all relevant legal requirement
- To ensure cleanliness and hygiene are up to the mark and as per set standards of organization.
- To ensure effective control over the cash office operation and general administration
- Shrinkage management
- Team management

Company: HDFC BANK

Designation: ASSISTANT MANAGER

Duration : JAN 2016 To 27 MARCH 2017

Job Profile:

- Responsible for cash and customer transactions
- Handles cash receipts, deposits & payments, Cash balancing
- Handling the Banking System and is Vault custodian
- Filing of End of day (EOD) Reports
- Handling Non-Cash transactions like DD/MC/TC, Fund transfer etc
- Register updation on EOD Cash position, Instruments Issued etc
- Responsible for high quality service, customer relationship management, Queue Management & Branch Audit & Compliance
- Deliverables Custodian, Handle balance enquiries of walk-in customers, Collection of Foreign Currency Cheques
- Responsible for report generation & filing
- Retention of accounts: Enhance the value of existing portfolio of current account & saving account customers.
- Also, responsible for Branch administration & ATM (onsite) management, Branch Operations and Audit Compliance

Company: AXIS BANK

Designation: DEPUTY MANAGER

Duration : APRIL 2017 To TILL DATE

Job Profile : • Responsible for generating Fee Income through new business development by acquisition of high value working capital fund based asset products like Overdraft, Cash Credit, WCDL, Term Loan etc. and Non fund based Trade products like LC, BG, LCBD, Buyers Credit, PCFC with good understanding of the credit processes.

- Managing, handling and monitoring a team of 8 Business Development Executives to acquire fresh business clients for working capital secured business loans against collateral of residential, commercial and industrial properties.
- Activation of all channels and resources existing in the bank like CART team, ME team, Branch banking team to generate the leads and broaden the asset base.
- Responsible for acquisition and maintaining of healthy & quality portfolio of the asset products with adherence to the Compliance and KYC guidelines led down by the Bank.
- Work closely with Branch Banking teams for new customer addition.
- Build relationships with key persons (CFOs/ promoters) in the target segments & build client trust & confidence.

- Focus to continually increase the Book size and profitability of the assigned portfolio. Understand client business models, trade related activities, cash flows etc. and identify opportunities and grow client relationships.
 - Maintain high caliber client service.
 - Improve efficiency by monitoring & overseeing continuous improvement of processes.
 - Constantly have a rapport with the operating units to customize and develop solutions
- Lead generation of all asset products

Projects and Assignments

Organization Name: Birla Sun life
Designation: Trainee
Duration: 45 Days
Project : Training &Development

Technical/professorial

- Attained sufficient knowledge in Computer Operations and undergone training and study in the following areas:
- CHNA(computer hardware & networking administrator)fundamentals ,Windows , word , Excel ,Power point , Page maker ,Internet)

Achievements

- Certificate for participation in School Debate Competition.
- Won various tournaments at college level.
- Appraisal from seniors for organizing Fresher's Party in Post graduation.
- Received a Certificate from National Service Scheme (N.S.S.).
- Certificate for student & youth welfare society.

Personal Details

- Permanent Address- 88 Anand nagar, ajmer 305001
- Contact No.- 8209491330
- E-mail id: 20nishantjain@gmail.com
- Date of Birth- 3,November, 1988
- Linguistic Abilities: English, Hindi.
- Hobbies – Playing Cricket & Chess, Travelling and social networking.

Declaration

I hereby declare that the above written details are true to the best of my knowledge and belief.

Ajmer

(Nishant jain)

Place: