Vikas m vaghela

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SARASPUR ,

AHMEDABAD – 380018

Contact No: +91 – 8866844448

Email ID : vikas\_1720@ymail.com

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| Career Objective |

To experience as much as I can in the initial phase of my career and try to implement it in the organization I work for. To utilize my skills in the best possible professional way that could benefit me and my organization’s growth and success.

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| Education Qualification |

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| **Degree / Course** | **College / School** | **University / Board** | **Year** | **% age** |
| B.Com | C.U Shah Commerce College | Gujarat University | 2009 | 52% |
| H.S.C. | Sarashwati Vidhyalaya. | G.H.S.E.B | 2008 | 68% |
| S.S.C. | Sarashwati Vidhyalaya | G.S.E.B | 2006 | 71% |

* Also having proficiency in MS Office.

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| **work experience** |

* **Organization :** HDFC BANK LTD

**Designation :** TELLER

 **Duration :** March 2020 to Present

 **Responsibilities:**

➢ Taking care of all Branch Banking Operations and Sales activities.

➢ Sourcing and Raising Good ( CASA) Valuable Customers where Portfolio Value

 can Increased.

➢ I have maintained all register very carefully like Cash & Vault Register, 10 Lac &

 Above Cash Deposit & Cash Withdrawal Register, Clearing Register etc.

➢ Day to day interacting with the Customers for the business and Service Purpose.

➢ Regular calling and Data Segmentation for References from Portfolio Customers for NTB Relationship

➢ Regularly Cross Sale of all other banking Products like GI, LI, MF, assets etc. toPortfolio Customers.

➢ Achieving all Sales targets like Account opening, Insurance, Term Deposit,Recurring Deposit as per given by our team.

➢ Preparing Audit Related Documents.

➢ I have backup of Remittance Counter.

➢ Oversaw client relations, order processing and routine upkeep of the business.

➢ Responsible to maintain a motivated and disciplined pool of staff at all times.

 ➢ Handling of back-office management functions, including

 employee relations and accounting.

* **Organization :** APPLE INDIA Pvt. Ltd.

**Designation :** Sales Promoter

 **Duration :** December 2012 to Feb 2020

 **Responsibilities:**

* Customer Care
* Cross Marketing for various products of Company.
* Handling daily Sales targets & sales pressure
* Management of Stock register.
* Daily Sales & Complaints.
* Supply Chain Management and stock procurement.
* Handling customer complaints and return of orders in

 beneficial way for company

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| **PERSONAL DETAILS** |

**Date of Birth :** 17th January, 1989

**Interests & Hobbies :** Listening Music, Driving

**Contact No. :** +91 – 8866844442 / 9898929779

**Email :** vikas\_1720@ymail.com

**Place: Ahmedabad**  **(Vikas M Vaghela )**