



SAHIL KUMAR

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SUMMARY

Motivated Banking Assistant with proven customer service and computation skills. Friendly worker happily assists customers by handling deposits and check payments while addressing questions and concerns. Prepares individualized products and loan packages that meet customer needs.

Resourceful sales executive with several years of experience working independently and collaboratively with team to foster client relationships and drive sales. Identifies decision-makers within prospect account to initiate sales process and deliver successful results. Team-minded in collaborating with management to strategize and improve sales approaches.

Professional sales executive with several years of experience attending to customer needs and converting prospects to increase sales. Accomplished in emphasizing service features and benefits, preparing sales order forms and developing reports. Expert in overcoming objections from prospective customers to maximize sales opportunities.

Accomplished professional with several years of experience in a sales executive role. Delivers dynamic communication, interpersonal, and negotiation talents in fast-paced, ever-changing environments. Valuable and hardworking employee known for turning cold calls into successful selling relationships.

Driven Sales Executive known for achieving high productivity and efficiently completing tasks. Possess specialized skills in client relationship management, strategic planning, and market analysis. Excel in communication, negotiation, and problem-solving to successfully close deals and foster long-term partnerships.

SKILLS

- Customer Engagement
- Account Management
- Deal negotiation
- Prospecting
- Sales analytics
- Sales process
- Deal structuring
- Customer care
- Business Development
- Account Servicing
- Financial Planning
- Teller transactions
- Debt management
- Credit analysis
- Banking regulations
- Cash Handling
- Quality Control
- Currency Exchange
- Signature Verification

EXPERIENCE

BANKING ASSISTANT, 08/2023 - 04/2024

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- Identified suspicious activity or fraud attempts on customer accounts.
- Provided customer service by responding to emails and phone calls in a timely

manner.

- Verified identity documents presented by customers before approving any transactions.
- Handled cash withdrawals and deposits according to established protocols.
- Performed data entry tasks to update customer records in the system accurately.

SALES EXECUTIVE, 01/2023 - 02/2024

SAHIL, AMBALA, INDIA

- Provided personalized service to build relationships with customers.
- Assisted customers in selecting appropriate products or services for their needs.
- Developed and implemented strategies to meet sales quotas.
- Maintained accurate records of customer interactions and transactions.
- Counted cash, made change, and stored coupons to keep organized and balanced cash register drawer.
- Maximized sales by keeping areas tidy, fully stocked and correctly priced.
- Monitored feedback from customers regarding product quality and suggested improvements accordingly.
- Responded promptly to inquiries from potential customers about product features or pricing plans.
- Cultivated relationships with existing customers to encourage repeat business.

SECURITY GUARD, 07/2022 - 07/2023

SAHIL, AMBALA

- Monitored closed circuit television systems.
- Investigated suspicious activity and reported findings to management.
- Enforced safety regulations and monitored access control points.
- Provided escorts for employees entering and exiting the building after hours.
- Assisted with searches of personnel, vehicles, packages.
- Completed incident reports regarding violations of policies or procedures.
- Issued visitor badges and access cards to authorized personnel.
- Administered first aid when necessary in accordance with training guidelines.
- Identified potential security risks and recommended corrective actions.
- Inspected buildings for fire hazards, unsafe conditions, or unauthorized persons.

COMPUTER OPERATOR, 07/2018 - 02/2023

SAHIL, Ambala, India

- Installed, configured and maintained computer hardware and software systems.
- Monitored system performance, analyzed problems and provided solutions to technical issues.
- Provided user support for all system applications and hardware components.
- Performed data entry tasks, including updating customer information in databases.
- Assisted users with setting up their workstations, printers, scanners and other peripherals.
- Input data from multiple sources and output data to various forms of physical media.

LANGUAGES

Hindi:

C1

English:

A2

Advanced

Elementary