

Mohd Tabrez Waris Khan

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Performance driven professional with **over 3.4 years** experience, having strong multi- tasking, business knowledge, Sales, Credit and outstanding knowledge of products, coupled with customer service, business development and marketing, Co-ordination and planning skills. Self motivated individual with passion to perform consistently and achieving growth goals and customers' expectations. A good team player possessing polished communication skills: spoken, written, interpersonal, presentation and rapport building.

Professional Work Experience

CITI Bank (Bahrain)

Sales officer (Jun 2017-Till date)

Responsibilities:

- Acquisition of new to bank clients for Credit Card and Personal Loan.
- ☐ Building and maintaining healthy business relations with major clients, ensuring customer satisfaction by achieving delivery and service quality standards.
- ☐ Listing potential company for the bulk sourcing.

Key Accomplishments:

- Qualified for several contests.
- ☐ Over achievement of the targets.

AXIS Bank (New Delhi, India)

Business Development Executive (Sep 2016 – May 2017)

Responsibilities:

- Acquisition of CASA.
- ☐ Building and maintaining healthy business relations with major clients, ensuring customer satisfaction by achieving delivery and service quality norms.
- ☐ Conducting activities in the region of creating awareness.
- ☐ Selling Insurance (general & life), Auto Loan & D-mat A/C.
- ☐ Meeting top management (MD, CEO, CFO & Proprietor) for saving account & current account acquisition.
- ☐ Acquisition & servicing HNI clients.
- ☐ Tapping corporate for Salary & Current Account.

☒ Responsibility for Acquisition & servicing Trust Accounts

Key Accomplishments:

- Top BDE in CASA Acquisition for acquiring 45 Savings Accounts in Nov 2016.

Educational Qualifications

- ☒ Master of Business Administration from Integral University (IU), Lucknow in 2015 (India).
- ☒ Bachelor of Arts from Aligarh Muslim University (AMU), Aligarh in 2013 (India).
- ☒ Intermediate Passed from MMA Inter College, Ghazipur (UP Board) in 2010 (India).
- ☒ Matriculation Passed from Crescent Convent School,(CBSE Board) U.P in 2006 (India).

Other Qualifications

- ☒ NSE's Certification in Financial Markets (NCFM) , Mutual Funds : A Beginners Module (71%).
- ☒ BIBF (Bahrain Institute of Banking and Finance)'s certification cleared for level 1 and 2.

IT Skills

- ☒ Application Software :MS Office 2016 (Ms-Word, Ms-Excel, Ms- Power Point), Internet
- ☒ Operating System : Windows XP/2010/98/7

Personal Particulars

Date of Birth : 22nd Dec, 1991

Marital Status : Married

Languages Known : English, Hindi, Urdu, Bengali, Bohjपुरi

Nationality : India

Passport No. : M9568743

Bahrain Driving License : Holding Valid Bahrain License
