

# Nilkamal Bakshi

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## Seeking Assignments as Executive Assistant /Administrative/ operations job

### Professional Synopsis

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-	Presently
working (25th September 2020Present) as Relationship officer cum Customer Service Associate-Post Sales (Marketing Division) in a canara hsbc obc life insurance Pvt. Ltd.	
-	Has worked in
(jan 201920th August 2020) as assistant Manager in kotak Mahindra bank pvt.ltd.	
-	Has worked in
(16th july 2016–February 2018) as senior sales officer in a axis bank	
-	Has worked in
(2nd January 2016- 2nd July 2016) as Current account sales officer in hdfc bank	

### Present Job Responsibilities:

- Maintaining of all customers relationships
- Timely issuing of life insurance certificate and bonds
- Keeping track of all payment received from the customers, Ledger updation-Calculation of payment, payment dues of the customers, Payment follow ups with clients.
- Timely generation of money receipts,
- Addressing customer queries/issues
- Constant co-ordination with the customers through email, telephonic conversation, updating them time to time regarding the premium payment
- Maintaining of all customer files & records
- Maintaining daily/weekly reports
- Conversation with customers and collections of premium due

### Work Experience (PAST)

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#### Has worked with kotak Mahindra bank as a assistant manager

##### Responsibilities:

- Handling mainly all Pre sales & few Post sales activities.
- Co-ordination with the clients, interacting with the customers, offering them financial products as per their requirement.
- Generation of new clients & opening high variety saving accounts and current account
- Convert the customers other products sell as like mutual funds, fixed deposits,health insurance, recurring deposits etc..

#### Has worked with axis bank as Senior sales officer

##### Responsibilities:

- Acting as a first point of interaction with customers, be it walk-ins or cellular.
- Client Follow up- Collecting feedback from the clients regularly.
- Processing all incoming emails, letters and other correspondence.

- Generation of new clients and open savings accounts
- Selling of mutual fund ,demat account ,sip,etc...
- Client servicing and maintenance of targeted & follow up the existing client lists.
- Building relationships with the clients for the future prospects through regular conversation with the clients.
- Meeting clients to gather information, participation in long-term planning and selling life insurance
- Maintaining the portfolios of the client from various kind of investment & generating Revenue for the business.

Has worked with hdfc bank as a current account sales officer

Responsibilities:

- generate of new clients and openings current account
- door to door cold calling and sales credit card

### **Qualifications**

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-	Graduated	in
2012with Honors in bachelor's of commerce of Calcutta University, Kolkata.		
-	12th	from
bantra m,s.p.c High School in 2009.		
-	10th	from
bantra m.s.p.c High School in 2007.		

### **Personal Details**

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▪ Date of Birth	05 <sup>th</sup> march 1991
▪ Marital Status	Single
▪ Language Known	English, Hindi & Bengali.
▪ Nationality	Indian
▪ Areas of Interest	, Listening to music, Watching Television
▪ Email-	nilkamalbakshi34@gmail.com

**Current CTC: INR 3lacs LPA**

**Notice Period: 30 days**

### **Declaration:**

**I hereby declare that all the information provided above is true to the best of my knowledge.**

Place:

Date: