

RESUME

ARVIND KUMAR VASHISHTHA

S/o Shri. G.P. Vashishtha
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POST APPLIED FOR : “ASM”

Career Objective:

Work for a progressive organization where my personal and professional skills will be utilized for the organization's growth.

Academic Qualification:

- Bachelor of Commerce (B.Com) from Agra University, Agra in the year 1996.

Professional Qualification:

- a) (M.P.B.A) Master programme in Business Administration with Computer Application (Equivalent to MBA) from United Institute of Management and Computer Technology, Allahabad at Agra Centre in the year 1999. (Secured with Ist Division)

Specialization

- (i) Major- Marketing (ii) Minor- Finance
 - b) Prepared a Project Report on New Product Development and Research, based on FMCG Product Territory, Agra Aligarh & Hathras.
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Work Experience:

AT PRESENT:

Working as **Branch Head** in **Blue Bell Logistics Pvt. Ltd.** ,at Aligarh Location since Dec. 2017 to till date.

- A) Worked as **Branch Head** in **United worldwide couriers Pvt. Ltd.** (An International Logistics Company) since 25 oct. 2010 to 15 Dec. 2017.

JOB RESPONSIBILITIES:

- Responsible for Sales & generate new business through channel Partners & sales team.
 - Take care of all admin activities of the Branch.
 - Take control over all operational activities with the operation Manger.
 - Handling of all accounting & Financial activities like as Day book, Cash book, Ledger accounts, Bank Register & Transactions ,Cash receipts, petty Cash Vouchers ,Service tax etc with our Accountant .
 - Handling of cash / cheque collection against bills of credit clients & Maintain of clients outstanding & bad debts register with our Accountant.
 - Handling of all staff team & take control on total admin activities.
 - Regular visits to our channel Partners, Clients & Branch offices entire territory like as Hathras, Mathura, Etah & Aligarh.
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B) Worked as Branch Manager in DTDC Courier & cargo Ltd. At Aligarh Location from 1st Dec. 2008 to 20th Oct. 2010.

JOB RESPONSIBILITIES:

- Handling a Team of 18 staff members of the branch.
 - Take control over on 15 Franchisees in & around Aligarh Territory.
 - Develop new clients in the market.
 - Develop new Franchisee network.
 - Take control over all in-bound & out-bound operations.
 - Collection of outstanding from the clients & Franchisees.
 - Take control of all Accounts work like as : Franchisee and Clients Ledger accounts, Bank Ledger , total revenues & Expenses of the branch
 - Take care of attendance & salaries & incentives of the employees.
 - Preparation of performance & Progressive reports of Employees.
 - Total take control of Branch Admin.
 - Reporting to our senior bosses.
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C) Worked as a Team Leader in HDFC BANK LTD. At Aligarh, Khurja & Mathura in Agri Business Group, form 1st Dec. 2006 to Nov. 2008.

Job responsibilities: (Agri Business-KGC)

- Handling a team of 15 field sales officers.
- Set Up sales targets & achievement with Sales team.
- Looking after overall process reg KGC files from Login to Disb.
- Take care of case status on daily basis and discuss with senior bosses.
- Reporting through DSR from fsos on daily basis and forwarded to our senior bosses.

- Take care of total mortgage process through our legal authorities in Teasel and Sub registrar office.
- Organize Marketing activities through local famous influencers in Tehseel and villages, such as willage fair, kisaan diwas etc.
- Total reporting to higher management.
- Handling of CAM renewals of customers A/C on yearly basis.
- Rotations of CC. A/C of customers on half yearly basis.
- Tractor Finance to the rural customers.
- Queries and problem solving of the customers.
- CROSS SALE (HDFC BANK'S PRODUCT) LIKE AS : CURRENT A/C, SAVING A/C, FD, DMAT A/C, LIFE INSURANCE AND LEAD GENERATION FOR BUSINESS BANKING.

Commodities Business (TCC-Agro Base Business) In HDFC BANK

- Handling of CC limit, OD limit, BG, T/L, E-Arhtiya etc.
- Generate new business from the commodities market..
- Regular follow up with big size businessmen in the market and develop new business
- Reporting to higher management on daily weekly and monthly basis.

D) Worked as **Branch Manager** with Blaze flash Couriers Ltd. At Bareilly and Aligarh from 1st July -2000 to Nov, 2006 (Handling team size of 15 staff members & 12 Franchisees).

Personal Information:

Date of Birth	5 th July, 1976
Father's Name	Shri. G.P. Vashishtha
Linguistic Ability	English, Hindi & Sanskrit
Nationality	Indian
Marital Status	Married
Religion	Hindu
Interest & Hobbies	Reading News Paper & Magazines

Ambitious & hard working with an ability to adapt to challenging environment and Prover ability to work effectively with positive result.

Date: 05/06/2019

Place: ALIGARH (U.P.) India.

(Arvind Kumar Vashishtha)