

VIKAS BABUBHAI DAVE

401, SALAJ HOMES, UGAT CANAL ROAD, JAHAGIRABAD UGAT, SURAT - 395009

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Career Objective

To work with professionally managed fast-growing organization and contribute with highest potential to achieve the objective of the organization and personal goal with continuous growth.

Educational Qualifications

Examination	Board & University	Passing Year
B.Com	VNSGU	2005
HSC (12)	GHSEB	2001
SSC (10)	GSEB	1999

Work Experiences

Company Name : Dhyani Developer

Designation : Branch In charge

Duration : Jan 2018 to Till Date

Role and Responsibilities

- ❖ Work on land and property related. Take permission from government authorities for new launch project by the company.
- ❖ Co ordination with the layer which appointed by the company.
- ❖ All permission related to the project in a timely manner Take care of that.
- ❖ If there is any defect in the property related document and the permit, contact the Government officer and government department according to the lawyer's opinion.
- ❖ Preparing strategies for getting new bookings in the Residential project.
- ❖ Keep in mind that the customer who booked A home in the project gets home loan facility from the Reputed bank.
- ❖ Do the tie up with the BANK and NBFC. Whatever documents bank want for a Home loan provide it.
- ❖ Monitor company financial transactions like booking amount Plus loan disbursed amount.
- ❖ Marketing a residential project in news paper, Liflating, social media and Reference.

Company Name : ICICI Bank Ltd
Designation : Branch Sales Manager
Duration : April 2017 to November 2017

Duties and Responsibilities.

- ❖ Deputy Manager.
- ❖ Grade DM2.
- ❖ Working with a channel partner appointed by a bank.
- ❖ Focusing on Home loan, mortgage loan, Home loan BT, Affordable housing Loan all types of products design by the bank.
- ❖ Group meeting with channel partners on daily basis.
- ❖ Target distribution.
- ❖ Distribute the target according to their eligibility of the channel partner on month starting.
- ❖ All files in the system Take care to login to disinvestment.
- ❖ Co-ordination with credit manager and credit department.
- ❖ Do the visit on construction site in the market and tie-up to the bank.
- ❖ Find the person who becoming A bank DSA on the market.
- ❖ Completing the bank target by their own efforts or with the help of a channel partner.
- ❖ Cross sailing like life insurance products pitch to the home loan customers.

Company Name : DCB Bank Ltd
Designation : Relationship Manager
Duration : June 2014 to April 2017

Role and Responsibilities.

- ❖ Source Home loan, Mortgage loan and Affordable Housing Loan File's.
- ❖ Meeting with new customers in the market on daily basis.
- ❖ Search the person in the market who wants to become A bank DSA.
- ❖ Do the cold calling daily basis.
- ❖ Bank home loan scheme peach to the customers through pamphlet or newspaper advertisement.
- ❖ Login file in the system on bank policy.
- ❖ Keep the eye on file which logged by me for login to disbursement.
- ❖ Keep in mind that comes minimum query are generated in login files which is source by me.
- ❖ Do the cross sailing like life insurance. Snatch the target in time limit.
- ❖ Earn maximum commission on month and month.
- ❖ Co-ordination with credit manager and credit department.

Company Name : Jitendra Jain & Associate

Designation : Sales Assistant

Duration : Jan 2011 to Dec 2013

Role and Responsibilities

- ❖ Working in CA firm they give all types of financial services.
- ❖ My job role is handling loan department.
- ❖ My job role is source new home loan file by myself and also from my team.
- ❖ Sales And back office Team will direct Reporting to me
- ❖ My job role is motivate team and gathering more and more home loan files from the market.
- ❖ When the files are arrived in the system my duties is that files are don't stop in any of the loan process
- ❖ I have to monitoring all the files.
- ❖ My duties are that all my team and myself given target is full fill in the time limit.
- ❖ All upper level meeting with bank or NBFC which is all handling by me.
- ❖ Login to disbursement process are monitoring by me.
- ❖ Sales targets are fulfilling in timeline which is also responsible to me.
- ❖ All coordination in login file's which is done by me.
- ❖ Going to market with my team for source Home loans file's.
- ❖ Advertisement Newspaper pamphlating and social media advertisement, references doing by when Required.

Company Name : Fullerton India Credit Company

Designation : Relationship Manager Since

Duration : May 2007 to Nov 2010

Role and Responsibilities

- ❖ Working as Relationship Officer.
- ❖ My job role is sourcing personal loan and business loan files from market.
- ❖ Do the cold calling daily basis in allocated area.
- ❖ Do the marketing and advertising on daily basis in allocated Area.
- ❖ My job is to bring new customers.
- ❖ Our Company model is to work on relationship module.
- ❖ Fulfill each and every aspects of customers To whom we support financially.
- ❖ Here I handled given below work.
- ❖ Maintaining of Daily MIS, Weekly MIS, Monthly MIS.
- ❖ Coordination with BUM, RM, CM, CO and BPO.
- ❖ This is my responsibility for comes minimum query in login file's.
- ❖ Collections duties are also appear on me so don't introduce fraud customers to the company.
- ❖ Monitoring login to disbursement till the cheque handover to the customers.
- ❖ Cross sailing like life insurance to protect the customers life and funded amount.
- ❖ Give proper information to the customers telling him all company charges.
- ❖ In future handling customers query.
- ❖ Make good relationship with the customers and enhance good reference from him in future business.

Personal Details

- Full Name : Vikas Babubhai Dave
- Birth Date : 31 August 1983
- Marital Status : Married
- Languages Known : English, Gujarati, and Hindi.
- Hobbies : Sports.
- Location Preference : Surat - South Gujarat.

Declaration

I hereby declare all information is given by me is true.

VIKAS DAVE