



RAMNEEK KAPOOR

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OBJECTIVE

- To be a part of an organization where I can use my abilities to the fullest, to benefit both the institution and my personal development, to make the best use of available resources and look for profitability, to promote a healthy and competitive work culture, seeking to leverage my management abilities and skills

ACADEMIC QUALIFICATION:

- M.A.(English) from D.A.V. College(G.N.D.U.), Amritsar(2001)
- Bachelor Of Arts from D.A.V. College(G.N.D.U.), Amritsar(1999)
- Senior Secondary from D.A.V.College, Amritsar(1996)
- Higher Secondary from D.A.V. Public School, Amritsar(1994)

SKILLS:

- Operating Systems: All till Windows 10
- Application Package: MS Office(MS Word, MS Excel, MS PowerPoint, MS Outlook)
- Excellent communication & writing skills, organizational & planning skills
- Ability to build effective relationships
- Problem solving & creativity
- Multitasking

TRAININGS AND COURSES:

- Higher Diploma in Software Engineering from Aptech Computer Education, Amritsar
- Certificate for successful completion of Ambassador To The World "Banking Basics"

- Program" January 9th-10th,2006 New Delhi
- Certificate for successful completion of "CitiBusiness 101" August 1st-2nd,2006 New Delhi
- Certificate for successful completion of "Insurance Basics" January 3rd-4th,2008 New Delhi
- Certificate for successful completion of "Investment Basics" April 2nd-3rd,2008 New Delhi
- IRDA certified

WORK EXPERIENCE:

- Worked with **E-Serve International Ltd. (A Citigroup Company)** from 03-03-2004 till 31-08-2005 as a **Territory Manager**
- Worked with **Citibank** from 01-09-2005 till 06-10-2009 as a **Relationship Manager(Credit Cards-Sales and Distribution Channel)**
- Worked with a **Maruti Suzuki** dealership as an A.S.M.(Handling Institutional Sales and sales at Canteen Stores Department(covering depots/sub-depots in military bases operated by the Indian Armed Forces) from 18-11-2009 till 28-09-2013
- Worked with **Kotak Mahindra Old Mutual Life Insurance Limited** from 30-09-2013 till 03-11-2014 as Deputy Manager(Recruitment and Development).
- Worked as **Commercial Head** with WOODMAC INDUSTRIES from 10-11-2014 till 30-09-2018
- Presently working as **Branch Head** with **T.I.M.E Institute(Triumphant Institute of Management Education Pvt. Ltd.)** since 01-10-2018

ACHIEVEMENTS:

- Awarded a certificate of excellence for Best RM(Relationship Manager) ALL INDIA(NON-METRO) in August'2007
- Awarded a certificate of excellence for Best RM(Relationship Manager) ALL INDIA(NON-METRO) in September'2007
- Awarded a certificate of excellence for Best RM(Relationship Manager) LUDHIANA for four times in a single year
- Awarded a certificate for the best participant during the employee induction programme at Kotak Mahindra Old Mutual Life Insurance Limited held from 5th-14th November'2014

EXTRA CURRICULAR ACTIVITIES:

- Participated in various school and college level "Sports Competitions"

PERSONAL INFORMATION:

Father's Name: Sh.Kewal Krishan Kapoor

Date of Birth: 30th Jan'1978

Gender: Male

Nationality: Indian

Languages Known: English, Hindi, Punjabi

Special Interest: Sports & music

Place: Amritsar(Punjab)

Date:

(Ramneek Kapoor)