## Sample CV for BPO jobs

Bipin haldar
Mobile: 09233234023
E-Mail: bipin-haldar@yahoo.com

Industry: BPO

PROFESSIONAL PROFILE

* A mission focused professional with over 8 years of rich experience in Profit Centre Management, Strategic Planning, Stock Broking and Client Relationship Management.
* A strategic planner with expertise in formulating business continuity plans, identifying & adopting emerging trends to achieve organizational objectives and profitability norms.
* Experience in executing trades, managing all the traders, devising various trading strategies, post trade analysis, co-coordinating between the front end & back end, MIS & reporting.
* Effectively handling various client related reports, allocation of jobs on a daily basis along with details of jobs processed from other queues as well.
* Possess sound knowledge about prevalent economic / financial reforms in financial markets with hands on experience in managing a wide array of financial products.
* Proficient at developing apt financial solutions for clients, providing investment advisory services ting alternatives for ensuring the maximum ROI.

CAREER CONTOUR

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Key Deliverables:

* Supervising the preparation of various MIS reports on team performance, branch revenues & expenses for apprising the management of progress.
* Revaluating various financial products such as equities, bonds, options, demat and futures along with accounting queries viz. ledger balance, bills and cheques dispatching.
* Updating on new products/services offered to the subscribers like IPO and new mutual fund investments.
* Monitoring HNI clients’ portfolio performance, conducting profitability analysis, rendering sustained advisory services for securing high ROI and increasing retention levels.
* Analysing risk appetite of an individual for providing them apt investment solutions, ensuring that solutions provided match the risk profile; providing advisory services on cash market, derivatives and commodities

Key Accomplishments:

* Functioned as Subject Matter Expert (SME) for Cash and Circulation tracks for one of the newspapers of the company.
* Played a pivotal role in mentoring/Training new joiners.
* Rendered support to the supervisor in internal and external supervisor as well as managed the team in the absence of supervisors.
* Attending client calls along with the supervisor.
* Designing action plan for the process.

CERTIFICATIONS

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ACADEMIC PROJECT

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IT SKILLS

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EDUCATIONAL CREDENTIALS

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PERSONAL DOSSIER

Date of Birth
Permanent Address
Present Address
Languages Known