

AMRIT SINGH

 7462894041

 NOIDA, UP

 amritsinghhrv04@gmail.com

ABOUT ME

Looking forward to leveraging my unwavering dedication and zeal to learn for accomplishing the reputation of being a successful in the fields I work. To get an opportunity that allows me to showcase my skills and contribute to the company's growth. Also to seek a position in a company that can launch my career and help me to build a stronger skill set. Hence I am open to learn, explore and enhance my skills in new area's of work.

EDUCATION

2020 - 2023 Bachelor of Business Administration (B.B.A.)
Percentage: 71.00% Jaipur National University

Year of completion: 2020 Senior Secondary (XII)
Percentage: 60.00% Rajendra Vidyalaya (ISC board)

Year of completion: 2018 Secondary (X)
Percentage: 83.00% Rajendra Vidyalaya (ICSE board)

SKILLS

- Observation
- Decision making
- Communication
- Multi-tasking
- Interpersonal skills
- MS office

EXPERIENCE

April 2025- August 2025
AU SMALL FINANCE BANK LTD

Relationship Manager Platinum Business

- Increase client onboarding and maintaining portfolios, end to end lifecycle of clients
- Proactively and timely identification of problems and formulates risk management
- Maintaining proper data of clients in CRM tools and proactively reaching them through calls and meetings
- Execute client onboarding and periodic KYC reviews in accordance with regulatory standards and internal policies
- Grow portfolio profitability through the utilization of available multi-channel delivery strategies, such as actively managing customer migration onto electronic banking channels.
- Perform due diligence checks including identity verification, CDD, EDD and risk assessment
- Providing Regular feedback to Branch manager on customer queries and requirements for maintaining strong relationship with HNI clients
- Understanding of KYC, AML guidelines and complying with Bank policies
- Regular monitoring of customer profile for any dispute or discrepancy in accounts

2023 - 2025
IDFC FIRST BANK LTD

Associate Manager

- Client onboarding and maintaining end to end lifecycle of clients
- Proactively reaching to the HNI clients for queries to build strong relationship
- Maintaining proper records in CRM for better profiling and segmentation
- Regular monitoring of customer profile for any dispute or discrepancy in accounts
- Providing regular feedback to Senior Manager on customer requirements and potential opportunities
- Understanding of KYC, AML guidelines and complying with Bank policies
- Regularly conducting CDD and EDD for Compliance Reports

2022
SBI MUTUAL FUNDS

Internship

B2B Interactions with brokers, Mutual Fund Schemes discussion for KYC drives, Trained my Junior Interns in the same field, Did more than 500 KYC's, Made more than 500 Folio's, Schedule meetings on Darpan for Branch Activation