Rituparna Biswas

Wealth Manager at ICICI Bank

Proven expertise in effective liaising, enterprise sales strategy, and creative marketing with an in-depth understanding of product management and facilities sales. Driven and motivated to help organisations thrive.

✉ rituparnab4@gmail.com ☐ +91 6290857963 ⚲ Hyderabad, India in linkedin.com/in/ritub91

SKILLS

Financial Accounting & Services | MS Excel | MS Office | Tally ERP | Core Java | Ledger | Balance Sheet
Visual Merchandising | JIRA | Bugzilla | qTest | SauceLabs | BrowserStack | SQL

WORK EXPERIENCE

Relationship Manager
ICICI Bank

11/2020 - Present   *Hyderabad, India*

Achievements/Tasks

- Generate leads and convert them into wins, increase top-line revenue.
- Employ advanced communication skills to liaise with clients via different communication channels and provide expert advice and guidance for wealth management.
- Develop tailored plans and goals for customers to maximise customer trust and satisfaction.
- Manage a wide range of HNI client portfolios, approximately 400 entities throughout Hyderabad region to accomplish yearly goals and objectives.
- Manage a range of inquiries with existing and new customers and build a solid relationship with all key stakeholders and networks to accomplish the organisation's financial goals.
- Deliver comprehensive, precise records and documentation for continued adherence with statutory policies.

MBA Internship - Account Executive and Customer Service Assistant
Jayashree Chemicals Ltd.

03/2019 - 06/2019   *Kolkata, India*

Achievements/Tasks

- Finalise Accounts (Balance sheet, Profit & Loss statement, Trial Balance) and Voucher Entries.
- Involved in Ledger Creation, Ledger Reconciliation and Internal auditing.
- Cheque Printing, GST etc. using Tally ERP 9 with GST, Advanced Excel function.
- Perform cashier duties and provide product assistance.
- Consult with clients to determine product needs and make recommendations on purchases.
- Focus on making a quality number of customers and not only making sales.

Manual QA Tester
Prosco Business Solutions Pvt. Ltd.

12/2014 - 12/2017   *Bengaluru*

Achievements/Tasks

- Involved in preparing Test Plan, Test Scenarios, Test Cases, Test Execution and Bug tracking using JIRA, Bugzilla, qTest etc.
- Involved in Cross-Browser Web App Testing.
- Good knowledge in both Waterfall and Agile based Projects.
- Experience in Team Management and leading teams in Onsite-Offshore model.
- Experienced in working with cross-functional teams and leading projects with multiple stakeholders.
- Handling project audits, ensuring best in class delivery.

EDUCATION

Master of Business Administration - Marketing and Finance
Institute of Management and Technology, Hyderabad
CGPA: 6.8
Projects
- New Product Development in Online Entertainment Industry.
- Best Practices of Financial Services in NBFC.
- Detailed analysis of Merger of ICICI bank and Bank of Rajasthan.

Master of Computer Application
Bengal Institute of Technology, Kolkata
CGPA: 6.6
Projects
- Feature-Rich Web Application for the Training and Placement Department of the College using J2E and SQL.

LANGUAGES

English ● ● ● ● ○   Hindi ● ● ● ○ ○

Bengali ● ● ● ● ●

CERTIFICATES

Tally ERP 9 with GST

Basics of Python Programming

ACHIEVEMENTS

Organised college events
In MBA, as an active member of TASSAVUR, a creative club of IMT Hyderabad, I was responsible for organising various events in College premises like Corporate Meets, Festive Events, etc.

Organised ACE Connect
ACE CONNECT is a Corporate Sports Meet Event at IMT Hyderabad.

Organised IMPLEZ
IMPLEZ is the cultural fest of IMT Hyderabad.

Won Kathak Dance Competition
As a Kathak Dancer belonging to the Dance Academy - Nriti Katha Kendra, I've won several dance competitions in West Bengal

Won Yoga Competition in Berhampore
Won a Yoga competition in my hometown, Berhampore in Murshidabad district.

INTERESTS

Dance - I'm a huge admirer of the Classical Dance Form, Kathak.   Yoga   Reading Books   Travelling