
Mohammad Shayan Saiyed

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Summary

Results-oriented client relationship professional with experience in banking sector and staffing firm. Expert at delivering high-quality work within tight deadlines. Currently seeking full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Communication skills
- Database management
- Knowledge of financial instruments
- Fast learner
- Flexibility and Adaptability
- Critical thinking
- Ability to work under pressure
- Work in a team
- Python
- C & C++
- SQL
- MS Office
- Database Administration
- File Management
- Records Management
- Administrative Support

Experience

08/2023 - 10/2024 **vTech Solution** – Anand, India

Client Relationship Specialist

- Developed and implemented strategies to increase customer base and revenue growth.
- Conducted market research and identified potential business opportunities.
- Built relationships with clients, partners and vendors to facilitate successful partnerships.
- Collaborated with sales team members to identify target markets and develop sales strategies.
- Provided support in developing promotional materials such as brochures, flyers.
- Collaborated with account executives to penetrate new accounts, identify potential customers and coordinate product demonstrations.

03/2023 - 07/2023 **Cambay Consulting LLC** – Vadodara, Gujarat

Client Relationship Executive

- Building relationships with clients including interface with executive management, development and implementation of strategic client

engagements, emphasizing new opportunities and ensure client satisfaction with services delivered

- Providing customer-focused, contingent labor and human resource related solutions by utilizing a highly qualified diversity supplier network
- This includes client strategy development and provisioning, relationship management, and business development
- Extensively communicated via email and phone with federal, state and commercial clients based in USA
- Working closely with the recruitment & delivery teams to provision and guide them on the client's expectations and requirements
- Manage client expectations on end-to-end processes including billing, timesheet issues and monitored on-boarding formalities
- Complete exposure of financial products which includes insurance, mutual funds, credit cards, mortgages etc.

01/2022 - 01/2023 **State Bank of India** – Borsad, Gujarat

Apprentice

- Assisting the field officer in loan process
- Analysing and doing scrutiny of loan applications
- Compiled database of loan applicants' credit histories, financial statements and other financial information
- Advised clients on mortgage, education and personal loans.

Education and Training

_ 07/2020

Knowledge Institute of Technology And Engineering, Gujarat Technological University Anand, Gujarat

Bachelor of Engineering: Computer Engineering

Marks: 7.8 [CGPA]

04/2016

Hanifa School Borsad, Gujarat

AISSCE / Class 12: Science

Marks: 60%

Websites, Portfolios, Profiles

- [linkedin.com/in/shayansaiyed/](https://www.linkedin.com/in/shayansaiyed/)

Personal Information

- Father's Name: Mr. Sajidhusen Saiyed
- Date of Birth: 04/21/99
- Gender: Male
- Nationality: Indian
- Marital Status: Single

Hobbies and Interests

- Travelling

- Cricket
- Stocks and Financial Markets

Languages

Gujarati: First Language

English: C2

Proficient (C2)

Hindi: C2

Proficient (C2)

References

References available upon request.