**CURRICULAM VITAE**

**Gulfjobseeker.com CV No:** **1339740**

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To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**CAREER OBJECTIVE:** To serve in a reputed organization to contribute to the consistent growth of the organization and to be a part of a professional team working in a dynamic environment that supports continuous learning and professional growth.

**JOB TARGET:**

Customer Support position which effectively utilize my skills and knowledge, and could provide me with challenging opportunity for professional development and organizational growth & Customer Sales & Service

**SUMMARY OF WORK EXPERIENCE:** A result-oriented professional with 3 years of work experience in Customer Service & Sales in Insurance Sales & Customer Service. Unique blend of various roles acquired during my career in diversified work environment by virtue of education and work experience.

**PROFESSIONAL EXPERIENCE:**

**EJADAH ASSET MANAGEMENT GROUP**

February 2013 to JUNE 2013-UAE

Receptionist at Dubai Property Group.

April 2013 to Dec 2014-UAE

CCTV operator and System Adminstrator Nakheel Project Palm Jumeirah Command And Control Centre.

**Last Company & Designation**

**AGNI CEMENT INDUSTRIES NEPAL**

**Duration:**  2010 to 2012.

**Sales And Marketing**

* Coordinate delivery of policy’s for the customer.
* Was responsible for all transactions between organization end user and customers.
* Send reports and update work reports to Branch manager.
* Groom and mentor the sales advisors.
* Formulate sales strategies and plans.
* Send reports and update work orders being processed and completed.
* Coordinate between different teams like Customer Service & Sales marketing,
* Played an active role in managing special Customer Service operations.
* Working with all the carriers to track the policy package: Coordinate with the carries to make sure documents delivered to customer or end-user.

**TRANS WORKS**

**RELATED SKILLS & TRAINING:**

Computer Skills:

* Proficient in MS Office - (MS Word, MS Excel, MS Power Point, MS Outlook).

**EDUCATION**

**10th** from (HMG) & +**2** from (HSEB).

**PERSONAL DETAILS**

Date of Birth: 06-12-1985

Sex: Male

Marital Status: Single

Nationality: Nepal

Languages Known: English, Hindi, Nepali

**STRENGTHS:** Strong Written & Oral Communication**,** Detail Orientated, Handle Multiple,Tasks, Determined, Quick Learner, Good Team Player, Self Confidence, Commitment.

**REFERENCES**

Available Upon Request

**DECLARATION**

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.