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**Professional experience**

**Deputy Relationship Manager (sales) at IDBI Federal Insurance Co Ltd**

April 2014 to January 2015

* Achieving sales targets on basis of monthly and yearly business plans
* Maintaining the sales of 5 number of branches
* Generating revenue for respective banks, with the coordination of colleagues, sales manager and branch managers
* Attain quarterly incentives and commissions based on targets
* Attend meetings, seminars and programs to learn about new products and services, learn new skills, and receive technical assistance in developing new accounts
* Calculate premiums and establish payment method
* Call on policyholders to deliver and explain policy, to analyze insurance program and suggest additions or changes, or to change beneficiaries
* Confer with clients to obtain and provide information when claims are made on a policy
* Contact underwriter and submit forms to obtain binder coverage.
* Customize insurance programs to suit individual customers, often covering a variety of risks
* Develop marketing strategies to compete with other individuals or companies who sell insurance

**Management Trainee** at **Mandarin Oriental Hotel, Singapore**

December 2011 to December 2013

* Ensuring enquiries become confirmed business
* Up selling where possible
* Producing written quotations and confirmation
* Checking customer satisfaction and resolving any issues to ensure repeat business
* Greeting customers, escorting them to seats, taking food and drink orders, and serving food and beverages
* Answer questions regarding the hotel services, explaining menu items and specials, and offering personal attentive treatment.
* Co-coordinating with team workers to plan events, parties etc

**Process associate at Hewlett Packard [HP, India]**

**September 2009 to September 2011**

* Recognize the needs of the consumer and provide detailed information to the consumer about the technical specifications of the computer hardware/software offered by the company
* Construct sales pitches and presentations
* Demonstrate product features before a sale
* Help customers maximize the use of software features
* Advise on appropriate user training
* Ensure quality of service by developing a thorough and detailed knowledge of technical specifications and other features of employers' systems and processes

**Education**

Bharathiyar University **| B.Sc. Computer Science [2009]**

**Personal Details**

Indian national | Male | Single | DOB: 04/08/1987

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| **Future Goals and Career Plans** |

Eager to work in international sales & marketing sector to catch up with the contemporary developments in the competitive world. Have an open mind to offers as the opportunity comes in.

**Visa status : Visit visa. Expiry date : 25-06-2015.**