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**CAREER OBJECTIVE:**

**A position on Supervisor, Customer Service /Administrator with good communication skills & the ability to work in a dynamic organization in exploring career prospects & seeking challenges where opportunities grow both personally and professionally equally to utilize my skills effectively & efficiently thereby contributing towards the growth and development of the organization**.

**PROFILE SUMMARY:**

* **A qualified & experienced professional with over 4 years of experience in Customer Service and Operations.**
* **Working in a fast paced & stimulating environment can handle multiple task effectively and very much flexible with time.**
* **Excellent communication skills with strong interpersonal & analytical skills.**
* **Possesses excellent organizational skills & can work well independently.**

**CAREER PROGRESSION:**

Current Employment Details : **Customer Service Executive**

Company: **BLS International Services Limited ( Affiliated to the Embassy Of India, UAE )**

Duration: **01/10/2013 to Till Date** **(2 years)**

JOB DESCRIPTION

* **Checking Passport and Visa applications.**
* **Processing applications based on services required accordance with requirement of Embassy and Consulate General of India**.
* **Reconciling daily payments collected for all applications processed**
* **Providing support to customers, offering clear advice and solutions wherever possible at Call Centre.**
* **Handling customer queries at Reception– Related to Passports & Indian Visa.**

Previous Employment Details: **Operations Assistant/Sales Coordinator**

Company: **NJ Insurance Brokers Pvt. Ltd (A Subsidiary of NJ India Invest Pvt Ltd)**

Duration: **04/07/2011 to 03/08/2013 ( 2 years and 1 Month)**

JOB DESCRIPTION

* **Auditing insurance proposal forms and forwarding it to insurance companies.**
* **Coordinating between insurance companies and sales team for the quotation.**
* **Coordinating with insurance companies for the resolution of claims.**
* **Follow up for the issuance of policies.**
* **Follow up for the renewal of policies.**
* **Collecting Brokerage Statements from Insurance Companies and Preparing MIS Reports.**

**EDUCATIONAL QUALIFICATION:**

* **Completed Bachelors in Science from Sri Bhuvanendra College affiliated to Mangalore University.**
* **Passed out 10+2 Examination from Sri Bhuvanendra College ,Karkala .**
* **Passed out SSLC from Srimad Bhuvanendra High School, Karkala .**

**COMPUTER SKILLS:**

**MS Word,Excel ,Powerpoint and basic Computer Applications.**

**PERSONAL DETAILS:**

**Date of Birth : 01/05/1989**

**Gender : Male**

**Nationality : Indian**

**Marital Status : Single**

**Languages known : English, Hindi, Kannada, Konkani,Tulu,Tamil,Malayalam**