**CareerObjective**

## To effectively utilize the knowledge and experience gained in this field to demonstrate the acquired skills in professional way.

To gain recognition and to contribute the growth of the organization

**Technical Profile**

*Qualification:* ***M.com ,M.B.A in Finance &Marketing***

*Operation System:* ***Tally 7.0ERP***

**Key Skills:**

O/S : Windowsseries

PACKAGE : MS-Office

CRM(Customer Relationship Management)

Communication

Leadership &Team Work

**Extra Curricular Activities**

 Attended Football in District level.

Attended Camp in NSS(National Social Service Scheme).

**Career Achievements:**

***Executive Auditor as an fincorp.***

 ***MuthootCentre,PunnenRoad,Trivandrum-695039.Kerala, India***

.

***EXPERIENCE:FromMarch2013–March2015ININDIA.***

 ***POSITION:ExcecutiveAuditor***

***Job Description:***

1. To be analyasing branch activites and checking datas.
2. *Administers miscellaneous receivables and deposit,account fo r cash receipts.*
3. *Provides all reports and documents required by auditors.*
4. *Maintains Audit records and files.*
5. *TALLY .7 data entry.*
6. *Ms- office & System service*

### CurrentStatus:Reliance life insurance

***POSITION:*Sales manager**

# EXPERIENCE:From May 2015 on wards working in.

### Job Description:

* + *Responsible for my team and my group advisors.*
	+ *The Sales given by my company. Me and my team will be achieve the target to the smart way..*
	+ *I will work in as a sales manager role in direct sales*
	+ *Then monthly recruiting advisors and recruit sales managers .*
	+ *Give training and product detail to every advisor in the week end.*
	+ *Provides all reports and documents required by Internal/external auditors.*
	+ *Achieving the sales targets.*
	+ *Maintains Document Control and Bookkeeping.*
	+ *Insurance card application enroll and renewal.*
	+ *Sales & Service coordinating.*
	+ *Customer follow-up.*

**Competencies**

Good team worker.

Organized and well structured at work.

Independent,pro-activeand self-motivated.

Committed to dead lines and schedules.

Able to work under pressure.

**)**

**First Name of Application CV No:** **1703142**

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