

**RAHUL.**

**Rahul.349129@2freemail.com**

**OBJECTIVE**

An accomplished and proven professional with more than 8 years of experience in financial service and retail sector with expertise operations, customer service & and sales (**With a valid UAE Driving license**) looking for the position of sales, marketing or customer service jobs in an organization; to utilize my vast exposure and skills in managing workplace, to explore the joy of customer delight, to benefit the organization, and to emerge as a valuable Team member**.**

**Rivoli Group LLC Feb 12 – Till Now**

**Designation: Sales Executive**

Key Responsibilities:

* Understanding and providing assistance in satisfying customer needs & queries about products, prices and services
* Advising customers on product ranges best suited to their needs
* Achieving the sales target and focus on increasing sales by using advanced sales techniques
* Focusing on Up selling/ Cross selling
* Maintaining customer relationships in order to build long term brand loyalty
* Handling new launches, promotion of products and visual merchandising
* Ensuring stock replenishment at all times
* Maintaining general cleanliness, hygiene standards and visual displays
* Implementing CRM at the store level and providing relevant feedback
* Coordinating with Customer Care Centre for after sales service
* Generating Daily Sales Report
* Following all company procedures in ordering, cash handling and other common practices

**Kotak Mahindra Old Mutual Life Insurance Co Ltd. May 08 – Aug 11**

Designation: Branch operations Executive

Duration: Three years and three months

Key Responsibilities:

* Preliminary underwriting of Insurance policies.
* Periodic training to Internal staffs and corporate agents
* Quality assessment of Applications.
* Medical & Financial Underwriting of Applications
* Client Service.
* Documentation & maintenance of client records (Policy related).
* Tracking Renewal payments and follow up with the clients.
* **Cross selling Insurance policies** to existing customers
* Vendor Management.
* Expense management.
* Report Generation & Presentation.

**Organization: HDFC Standard Life Insurance Co Ltd Mar 07 – Apr 08**

Designation: Branch Operations Officer

Duration: One year and two Months

Key Responsibilities:

* Preliminary underwriting of Insurance policies
* Periodic training to Internal staffs and corporate agents
* Quality assessment of Applications
* Medical & Financial Underwriting of Applications
* Client Service
* Documentation & maintenance of client records (Policy related)
* Tracking Renewal payments and follow up with the clients.
* **Cross selling Insurance policies** to existing customers
* Vendor Management
* Expense management
* Report Generation & Presentation.

**Organization: Shriram Transport Finance Co. Ltd Jan 06 – Feb 07**

Designation: Accounts Assistant

Duration: One year and one Month

Key Responsibilities:

* Client Documentation (Vehicle Finance documents)
* Client Data Maintenance
* Initial Data upload.
* Tracking payments and follow up with the clients.
* Book keeping, Report Generation & Presentation.
* Ensuring quality & accuracy at each level

**Organization:Shriram Life Insureance Co Ltd May 05 - Dec 06**

Designation: Sales executive

Duration:Eight Months

Key responsibilities

* Recruitment of Advisors
* Training & Devolepment of advsors
* Selling Insurace policies to potential customers
* Tracking Renewal payments and follow up with the clients
* Cross selling suitable financial product to existing customers
* Meeting Company given targets

**ACADEMIC PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic | Year of Passing | University/Board Of Education | Percentage |
| B. Com (Income Tax) | April 2004 | University of Calicut | 56.7% |
| Pre Degree | April 2001 | University of Calicut | 53.2% |
| SSLC | April 1999 | Board of Education Kerala | 52% |

**COMPUTER SKILLS**

Operating Systems: Ms. Dos, Windows 2000/ XP

Packages: Ms Office

Accounting Packages: (Tally 6.3) and MS Office

Software Knowledge: Life Asia & IBOS

**STRENGTHS**

Excellent communication & Good selling skills.

Good personality and immaculately groomed

Other Traits : Fast learner, Good listener, Team Player, Professionalism and Adaptable

**ACHIEVEMENTS**

Successfully completed a Project on Over All Financial Performance of Kanjikode Apparels as a part of M.Com Degree

Attended a Ten day’s Camp of National Service Scheme.

* Have received specific appreciation from clients for timely actions on requests pertaining to Policy and Unit linked transactions.
* Got “Above expectations” performance rating in the last three appraisals.

**LANGUAGES KNOWN**

 English, Malayalam, Hindi & Tamil

**PERSONAL DETAILS**

Father’s Name : N.P. Ramachandranunni

Sex : Male

Marital Status : Married

References will be provided on Request