**RESUME**

**SURAKSHITH** ajayrajaa[**SURAKSHITH.364662@2freemail.com**](mailto:SURAKSHITH.364662@2freemail.com)ajayrajaaryan ryan gmail.com

**BJECTİVES:** To obtain a management challenging leadership position with a growing company

to help to achieve optimum utilization of its resources and maximum profits of the organization in

terms of organizational growth & development, profit generation & quality.

**SKILL SETS**:

Strong presentation and negotiation skills

Confidence, tact and a persuasive manner

Good 'people skills', for working with a range of colleagues and clients

The ability to lead and motivate a team

A willingness to work long hours, often under pressure

***Total years of Work Experience: (March2016-till present)***:

***Name of Organization***: Mphasis

***Designation:*** Office admin and Costumer service(US Client)

***Nature of Job:***  *24t*

*h*

*March2016- present*

Interfacing with clients for understanding their requirements and cultivating relations with

them for customer retention and securing business. Effectively handling over 100 calls of

costumers and their queries.

Build sustainable relationship of trust with the Costumers in order to have better impression

of various vehicle Insurances.

Handling Monetary Transactions, renewal and closure of Various deposits and Insurances

covered under the premium etc

Following the procedure / process of the bank and ensuring compliance to the rules and

regulations of the Insurance provider including latest circulars and notifications .

Taking the extra mile with costumers on their queries and resolving them in given time frame.

Providing information clearly to customers, work colleagues and third party.

Conducting risk analysis and scrutinizing relevant documents before sanctioning / disbursing

pending Insurance claims



**Education Qualifications & Other Certifications**

**COURSE**

**Year of Passing**

**Institute**

**Marks (%)**

S D P H S S

Dharmathadka

S S L C

2009-2010

68

G H S S Paivallike

Nagar

P U C ( Plus Two)

DEGREE (B.Com)

2011-2012

2014-2015

70.32

61

University College

Mangalore

**Technical Qualification:**

Good in Microsoft Operating System

Strong knowledge in Excel usage

Internet Savvy

**Personal Details**

Date of Birth

Nationality

:

:

:

:

:

:

:

08-04-1995

Indian

Marital Status

Languages Known

References

Single

English, Hindi, Kannada, Tulu & Malayalam

As per request will be provided