RÉSUMÉ

VIVEK

VIVEK.365911@2freemail.com

**Objective**

To get lively and stimulating environment to work, which offers me depth and diversity of exposure where I can use my expertise and achieve the beneficial results for the organization.

**Brief Profile**

**Vivek** is keen to be associated with a reputed organization and explore opportunities in the corporate field. He is sincere, hardworking and always ready to explore new areas and a good team player.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| **S. No.** | **DEGREE** | **NAME OF SCHOOL / COLLEGE** | **NAME OF BOARD / UNIVERSITY** | **YEAR OF PASSING** | **Result** |
| 1. | 10 th | Kendriya Vidayalaya Dinjan(Assam) | CBSE | 2009 | Passed  |
| 2. | 12 th | Kendriye Vidayalaya 1STC Jabalpur(MP) | CBSE | 2012 | Passed |
| 3.  | BCA | South Extn. Learning Centre, New Delhi | Sikkim Manipal University | - | Pursuing  |

**WORK EXPERIENCE**

Organization : **Netambit Pvt Ltd**

Designation : **Tele sales officer**

Time Period : **09-10-2012 to 03-07-2013**

**JOB RESPONSIBILITIES**

* Insurance sale By Telephonic and Business Developed.
* Staff performance calendar compliance and Action closure compliance.
* Timely Maintain Office time.

**WORK EXPERIENCE**

Organization : **BMA WEALTH CRETORS Pvt Ltd**

Designation : **Assistant team leader & Team leader**

Time Period : **09-07-2013 to 23-02-2014**

**JOB RESPONSIBILITIES**

**Team’s side:**

* Team Handling between 06 callers..
* Timely checking of the quality of the work done by the team.
* Responsible for providing timely updates and ensure that it is implemented in the process.
* Handling, monitoring, mentoring & motivating the team for effective functioning & accomplishment of individual & team goals.
* Staff performance calendar compliance and Action closure compliance.
* Maintain Office time.

**REWARDS**

* Get a Promotion Assistant Team Leader To Team Leader.

**WORK EXPERIENCE:**

Organization : **Secure Future Pvt Ltd.**

Designation : **Sr. Team Leader and Assistant Manager**

Time Period : **26-02-2014 to 02-01-2015**

**JOB RESPONSIBILITIES**

* Responsible for making good customer relationship.
* Solving queries for all financial and technical matters for overseas/inland client.
* Team Handling between 12 callers and 01 Team Leader..
* Direct sales By Branch.
* Making Attendance And Salary File
* Maintain Office time..

**REWARDS**

Get a Promotion Sr. Team leader to Assistant Manager.

**WORK EXPERIENCE**

Organization : **Indian Info line Pvt Ltd**

Designation : **Assistant Divisional Manager**

Time Period : 03-01-2015 to 11-11-2015

**JOB RESPONSIBILITIES**

**Team’s side:**

* Team Handling between 24 callers and 02 Team leaders.
* Timely checking of the quality of the work done by the team.
* Responsible for providing timely updates and ensure that it is implemented in the process.
* Handling, monitoring, mentoring & motivating the team for effective functioning & accomplishment of individual & team goals.
* Staff performance calendar compliance and Action closure compliance.
* Maintain Office time.
* Maintain attendance File and Salary File
* Individual Maintain Relation With Panel Companies.

**WORK EXPERIENCE**

Organization : **Shridhar Broking House Pvt Ltd**

Designation : **Manager**

Time Period : **17-11-2015 to 21-06-2016**

**JOB RESPONSIBILITIES**

**Team’s side:**

* Team Handling between 40callers & 02 Team leaders and 02 Assistant managers.
* Timely checking of the quality of the work done by the team.
* Responsible for providing timely updates and ensure that it is implemented in the process.
* Handling, monitoring, mentoring & motivating the team for effective functioning & accomplishment of individual & team goals.
* Staff performance calendar compliance and Action closure compliance.
* Maintain Office time.
* Maintain attendance File and Salary File
* Individual Maintain Relation With Panel Companies.
* Maintain & Making Business With Panel companies Like ( BHARTI AXA, HDFC,FGI,

AEGON,EXIDE, RELIENCE etc

**Other Proficiency & Knowledge**

* Computer Knowledge - Microsoft Office (Word, Excel, Power Point).
* Languages Known (can speak, read & write): English, Hindi.

**Personal Details**

* Date of Birth : 14/03/1994
* Sex : Male
* Marital Status : : Married
* Nationality : Indian
* Interests : Playing computer games & Listening Music

I do hereby declare that all above stated information are true in best of my knowledge.