**SIDEEQUE**

**Sideequeu.374572@2freemail.com**

**Core Competency**

1. 5.6 Years of experience in Administration & Training Field
2. Bachelor Degree in Economics
3. Good communication skills, adaptability & understanding of Insurance and administration functions.

 **CAREER OBJECTIVE**

To work in a challenging and conducive atmosphere which emphasizes my skill and to continuously learn and grow amidst new challenges where my efficiency and efforts can be utilized for the benefit of the company

**PROFESSIONAL EXPERIENCES**

|  |  |
| --- | --- |
| **Organization**  | **ICICI Prudential Co.**  |
| **Duration**  | 2008 to 2015 |
| **Designation** | **Administrator cum Trainer** |
| **Company Profile** | ICICI Prudential Life insurance company is one of the largest insurance company in India. Company also established in general insurance sector  |
| **Job Profile** | * + - Support day to day administrative activities
		- Coordinating with Head office and sending instruction to bank
* Give support to the customers for speedy settlement of claim
	+ - Advise customer for all claim before submit the documents
		- Review the insurance documents and final check before going to login the policy
		- Coordinate with regional office in order to speed up claim and services
		- Preparing Training Materials and documents
		- Providing detailed training to Advisors as and when required
		- Introduce new products and its benefits
		- Help advisors for online exam of IRDA
		- Make all the arrangements in the training hall to conduct training
		- Work with other departments to ensure for timely and accurate information
 |

|  |  |
| --- | --- |
| **Organization**  | **Akshaya IT Program Malappuram-Kerala** |
| **Duration**  | March 2003 to April 2006 |
| **Designation** | **Administrator cum Accountant**  |
| **Company Profile** | Semi Government undertaking center provides IT related services to the public  |
| **Proficiency In Specific Jobs** | * Coordinate with local Akshaya center within the region
* Responsible of all Office Related Work.
* Preparing the payment report.
* Preparing and typing Business letters, Quotations
* Trouble shooting computer
* Work with other departments to ensure timely and accurate information.
* Assist in the preparation of yearend audit files and analysis
* Other relevant works associated with Book Keeping
* Maintaining files
* Maintain office supplies inventories.
* Performs variety of clerical duties.
* Providing General Government service Like Electricity and Telephone Payment
 |

n

**EDUCATIONAL QUALIFICATION**

* Bachelor Degree in Economics
* Diploma in Front Office Operation
* Diploma in Computer Education
* National Certification in Financial Market (NCFM)

 **Awards during My Carrier with ICICI Prudential**

* Certificate of Excellence (IRDA Pass percentage)
* Rank One in Palakkad cluster for Super Sprint.
* Rank Two in Palakkad cluster for WRP…………..,
* 2009-2010-Recognition from Team Kerala for Super Sprint
* Self-confident, self-disciplined and diligent person.

 **STRENGTHS:**

* Human relation attitude, leadership & foresight skills.
* Straight forward & digital nature.
* Honesty & positive thinker with optimistic & practical approach towards problems.

|  |  |
| --- | --- |
| **Computer Languages** | Ms Office & Good Typing Skills  |

 **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Date of Birth** | 15/05/1970 |
| **Languages Known** | English, Hindi, Malayalam |
| **Visa Status** | Visit Visa |
| **Sex** | Male |
| **Religion**  | Islam, Muslim  |
|  |  |

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge

 Yours faithfully