CV

SHAHNAWAZ

### MobileNo. C/o 971505891826

**E-Mail:** [**shahnawaz.378131@2freemail.com**](mailto:shahnawaz.378131@2freemail.com)

**Career Objective:-**

**"*Looking for an entry in to a world, highly professional organization with a challenging competitive environment, where I can use my Experience , Skill &knowledge base as well as personal attributes to achieve organization goals.”***

**Current Job Profile**:-

###### CurrentlyI am working in Abdullah & Sons Contracting Co. LLC ( Sharafi Group) from May 2017 to till date as a Document Controller at Dubai, UAE location.

Work Experience- May 2017 to Till Date

Organaization Name- Abdullah & Sons Contracting Co. LLC (Sharafi Group)

Designation- Document Cotroller

Location Dubai, UAE

**Job Profile**:

* Work in strict co-operation with the Project Manager to ensure project progress status integration.

###### Preparing the Letters to the Client, Contractors and vendors etc.

###### Handling all correspondence such as letters, faxes & emails received from client,contracter or internal staffs.

* Prepare Bill of Quantities (BOQ),agreement letters, submittals, variation letters and other project related documents.
* Ensure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Assist in other team projects and perform other duties as assigned.

Work Experience- 2016 to 2017

Organization Name- Bajaj Allianz Life Insurance Co Ltd.

Area- Delhi

Designation- Customer support Executive (Operation Incharge)

###### ROLE:-

* To retain customers and cross sale of insurance plan and provide better service as they expect
* Underwriting scrutiny of New Business Proposals & all Non-Medical /Medical cases
* Handling the agency as well as all sales admin issues
* Working on Index meter (BSIM) that maintain branch performance.
* Policy servicing, include Policy Assignment, Revival, Fund Switching, Top Up, Policy, loan against policy , Claim&Nomination.
* Resolve the query of HNI and NRI customer through client service dealing
* Monitoring usage of office items and assist in purchasing of required items from vendor.
* Provide customer service and resolve the grievances of the client.
* Assist branch manager for new business and retention.
* Apart from above supervision of entire activities related to any branch operation.

###### Cash collection, supervision & lodgment.

**Work Experience:**

Work Experience- Jan 2015 to Feb.2016

Organaization Name- Dr.Cafe Company

Designation- Supervisor

Location -Riyadh,Saudi Arabia

###### Taking responsible actions towards running the operation in the store.

* Supervising the operation of each station.
* Teach team members to stick to perform their duties as per operation manuals.
* Set schedule for maintenance & preventive maintenance for all machines.
* Supervise the stock of raw material & disposal items.
* Execute plan in order to increase sales.
* Track daily inventory& make monthly inventory.
* To handle the grievances of the customer.

Work Experience:-

Work Experience- Oct.2013 to Jan 2015

Organization Name- ICICI BANK LTD.

Area- Delhi

Department- Auto Loan

Designation- Senior sales Executive

###### ROLE:-

* Working in Auto Loan Department on Sage Leads.
* New customer’s acquisition through branch walking.
* Dealing all retail asset product like saving accounts, credit card and personal loan.
* Providing all necessary services to customers which has been required to customers time to time.
* Increase sale to its great extent Analysis of financial documents.
* The entire product sale to the customer by direct sale.
* Interacting with the clients to convert leads into opportunities.
* Zeal to sell financial Product.
* Build the Network in respective areas for the Business.

Work Experience:- Jun 2012 To Oct.2013

Organization Name- BAJAJ ALLIANZ LIFE INSURANCE CO.

Area- Azamgarh

Designation- Customer Service Representative

###### ROLE:-

###### To deposit cash, DD, cheque for renewal of policy

###### Cash collection, supervision & lodgment.

###### Policy servicing, include Policy Assignment, Revival, Fund Switching, Top Up, &Nomination

* Scrutiny of new proposal and login .
* To resolve the grievances of the customers.

**Academic Qualification**:-

* **M.B.A (Marketing &Internationl Business)**From United College Of Engineering and Research Greater Noida, Affiliated to Mahamaya Technical University And approved by AICTE New Delhi in 2012.
* B. Sc. (Hons)- From Aligarh Muslim University, Aligarh, 2010.
* Intermediate- From UP Board Allahabad in 2006.
* High School- From UP Board Allahabad in 2004.

**Summer Training:-**

I have done the summer training program in Hindustan Unilever Limited on the topic of ”Customer Perception towards product”.

**Personal Interest:**

* Human interaction, Internet Surfing, Interaction with new people .

**Strengths:**

* Leadership quality, Analytical, Interactive nature&Ready to adopt change.

# Personal Detail:

Name - Shahnawaz

Date of Birth - 08-11-1987.

### Sex - Male

### Marital Status - Single

Religion -Islam

Nationality - Indian

Language Known - English,Hindi &Urdu

# Passport Detail:

**Date of Issue - 20/05/2013**

**Date of Expiry - 19/05/2023**

# Affirmation &Disclaimers:

The information divulged herewith is correct & genuine to the best of my knowledge. Any misappropriation and disparities imminent would make me responsible for any consequences thereof.

Place:…………… ……………….. Date:……………. Signature