**Gulfjobseeker.com CV No:** **1298556**

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| --- | --- |
| **CAREER OBJECTIVE** | Associate with a Growth oriented organization with determination dedication and discipline; deploy my Competencies towards personal and professional growth. |
| **HIGHLIGHTS** | * Complex problem solving
* Effective time management
* Excellent managerial techniques
 | * Strong organizational skills
* Expert in customer relations
* Flexible team player
* Advanced computer proficiency
* Tally
 |
| **EXPERIENCE** |
| **Nov 2013 to Present** | **Birla Sun Life – Agency Manager** * Recruitment, Training and development of Agent adviser.
* Help them to understand insurance products along with the clients requirement and sell them and achieve their target.
* Go to the client along with the agent adviser and help them.
* Guide and teach the adviser for the policies and motivate them to achieve their target.
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| **May 2013 – Oct 2013** | **Max Life Advisor – Insurance Agent*** Interviewed prospective clients to learn about their financial needs and to discuss any existing coverage.
* Called 20 warm leads each week to expand client base.
* Promoted agency products to customers in person, on the telephone and in writing.
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| **Jul 2009 – Jun 2011** | **Asst. Accountant / Office Administrator*** Data entry in Tally
* Maintained accounts and information on a daily basis.
* Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
* Communicated with clients via phone, email and in person to obtain payments on outstanding accounts or accounts requiring deductibles or co-pays.
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| **EDUCATION** |  |
| **April 2013** | **MBA (Finance)**Parul institute of Management and research**Project: KOTAK MAHINDRA SECURITIES LTD.**COMPETITORS ANALYSIS OF VARIOUS COMPANIES AND THEIR SCHEMES FOR SALES.* The intenship was of 60 days.
* The main objective was to collect data and generate leads.
* I had to explain the corporate schemes and do the sales

**Achivements:*** Completed the data collection in less than 30 days.
* Collected more than 100 leads through data collection.
* Made the sales of 5+ demat and trading account with 100000 deposit amount.
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| **April 2009** | **Bachelor of Commerce**M.S. University |
| **March 2005** | **Higher Secondary (Commerce)**Shree VallabhVidhyalaya |

**Personal Details :**

**Date of birth :**  17th Aug 1988

**Nationality :** Indian