Executive Profile

To begin my career in the UAE as a member of a team in an established organization where I get an opportunity to sharpen my skills in field of finance and accounting. To be associated with an esteemed organization with professional management that offers an environment to learn and grow where, I can apply the best of my knowledge and skills for the development of organization and strive for the growth of both organization and individual.

**Professional** Experience

1. Worked as **Development Officer** in **Life Insurance Corporation** **of India, Kerala, India** from JUNE 2013 to NOV 2014

**SCOPE OF WORK:**

* Recruitment & training of agents
* Joint calls & claim settlement
* Identify & Recommend Insurance Solutions & giving information on product portfolio
* Sales generation activities & Customer Redressals
* To take in charge of the territory for the development of Insurance policies
* Providing after sale support to policy holders such as helping them make on time payments, renewals and claims
* Marketing & Procurement of Business, Training of agents, meeting prospective clients & agents, promoting the policies and getting contracts
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* Promotion of products at zero based cost by conducting campaigns & use of social media.
* Maintain good relationship & engage with institutions, clients & employees of organization.
* Co-coordinating the accounts, sales and claims department for customer data reports

Role as Development Officer

* Sales target of 7.5 lakhs achieved in the first target year 2014 with 270 policies
* A team of 17 agents were trained and appointed during the tenure from various streams
* Focused mainly on middle income groups such as family households and government employees
* Special attention was given for high income groups for large premium procurement (NRI’S)
* Policies such as Endowment insurance plans, child plans and pension plans were promoted
* Claims were settled by enquiring through public & government machineries and family history
* The highest claim settlement amount was of 50 lakhs policy given to a high end customer on a single term payment of 160663 for 15 years
* Online training provided for IRDA certification for agents on weekly basis by conducting online tests and giving real life scenarios to work on.
1. Working as **Stock Dealer** in **Hedge Equities, Kerala, India** from August 1st 2012 to MARCH 31st 2013

**SCOPE OF WORK:**

* Buy, Sell & give advice on investments and financial instruments
* Research the Companies and make recommendations to the client
* Preparing the daily activity reports and entries
* Marketing of hedge magazine “OHARI” through surveys & dealer procurement
* Monitoring the client investments & reporting to the clients
* Interpreting Financial reports & administering & evaluating clients investment holdings
* Pitching for new clients by conducting weekly sessions on stock market & various investment options such as shares and commodities
* Develop lists of appropriate investments for clients and give suggestions
* Conduct cost/benefit analysis for each program conducted by Hedge School of Applied Economics.
* Identify new courses for Hedge School of Applied Economics & conduct pilot study for the course.
* Preparation of Revenue Budget for the upcoming year.
* Participate in different business operations.
* Handling recruitment & selection process of employees.
* Conduct Training for Candidates & Clients.
* Maintain records and documentation concerning clients with help of CRM software.
* Reporting to top management & discuss, review business performances. Track micro environment of listed companies in India.
* Prepare market updating report.
* Track realty sector companies & their future projects.
* Handling queries of clients & branches regarding market updating.

**Educational Qualifications**

* **2005 - 2008 : Bachelor’s in Commerce (B.Com)**

Kristu Jayanti College, Bangalore, India.

* **2009 – 2011 : Master of Business Administration (MBA)**

DCSMAT, Vagamon

**Projects:**

* Organizational study at Reliance-I store, Bangalore
* Project in Birla Money Mart on the topic ‘Mutual Funds as an Investment Option’

**Achievements :**

* Participated in various management meets
* Core member of Leadership Forum Club – the arts club in DCSMAT
* One month course in INHUD (Institute for Human Development)

**Computer Knowledge :**

* M S Office
* Tally
* C++

**Personal** Information

* Date of Birth : 20-APR-1987
* Place of Birth : Kerala
* Citizenship : Indian
* Marital Status : Married

Languages Known

* English - Speak, Read, Write
* Hindi - Speak, Read, Write
* Malayalam - Speak, Read, Write
* Tamil - Speak

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