**MUHAMMED**

Email: muhammed.368865@2freemail.com

**CAREER OBJECTIVE**

To seek challenging assignment and responsibility in the Organization with an opportunity for growth and career advancement as successful achievements.

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Name of the organization  | Designation  | Job Tenure |
| Arthur J Gallagher- Insurance company  | Process Associate  | 2016- Present ( 8 months ) |

 **NATURE OF THE WORK**

As a process Associate I am responsible to update the client details using policy document which will help the insured for marketing their policy. Important client details are Policy number, policy term, and Issuing company name, applicant name, address, Location, forms & additional interest, other named insured, pure premium, commission, payment plan, audit type.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COURSE | SPECIALIZATION | COLLEGE | UNIVERSITY/ BOARD | YEAR OFPASSING | PERCENTAGE |
| MBA | FINANCE&MARKETING | HAPPY VALLEYBUSINESS SCHOOL, COIMBATORE | ANNA UNIVERSITY | 2016 | 7.048 |
| BCOM | CO-OPERATION | GUIDE COLLEGE,TIRUR | CALICUT UNIVERSITY | 2014 | 68 |
| HSS | COMPUTERAPPLICATION | GHSSKATTILANGADI | BOARD OF HIGHERSECONDARY EXAMINATION | 2011 | 66 |
| SSLC |  | MALABAR ENGLISHMEDUIM | BOARD OF PUBLICEXAMINATION | 2009 | 70 |

 **INTERNSHIP**

 Did summer internship entitled “**An organizational study At Geo plastics &polymers**” Malappuram for the period of one month starting from 15-06-2015 to 15-07-2015

 **PROJECT**

A Research on the topic “**The Impact of Customer Satisfaction and Customer Retention on Customer Loyalty in Banking Industry at Malappuram**”

**CREDENTIAL**

 Participated in many CSS works during UG in 2011-2014

 Participated as Auditor in Guinness world record attempt of world’s largest Recycling

Lesson at Coimbatore in 2015

**TECHNICAL PROFICIENCY**

 Operating system: windows 8.1

 Microsoft office (Word, Excel, PowerPoint)

 **PERSONAL PROFILE**

Date of birth : 25-05-1994

Marital status : Single

Nationality : Indian

Language : Malayalam, English

Hobbies : Taking exercise regularly

 **STRENGTH**

 Time management

 Relationship building

 Good listener

 Hardworking, sincere, dedicated

**DECLARATION**

I hereby declare that all the details furnished above are correct and to the best of my knowledge

Date:

Place: INDIA **MUHAMMED**

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