|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | **C:\Users\Public\B\LO1.png CAREER OBJECTIVE** | | |
| Intend to build a career with leading corporate of hi-tech environment with committed dedicated people, which will help me to explore myself fully realize my potential to give my best of the organization. I truly understand my responsibilities. With over 6 year of my job experience, I am confident that I can take more responsibilities with the most effective and professional approach. | | |
| **ADITYA** | | **C:\Users\Public\B\LO2.jpg EXPEREINCE** | | |
| **C:\Users\Public\B\download.jpg** | [Aditya-393908@gulfobseeker.com](mailto:Aditya-393908@gulfobseeker.com) |  | |  |
|  |  | * July 2017 To March 2018 | | 9 Months experience in as a Relationship Manager. |
|  |  |
|  |  | * July 2015 To Nov 2016 | | 1 Year & 4 Months experience in an Insurance Company Ltd. As a business development executive. |
| **COMPUTER SKILLS** | |
| C:\Users\Public\B\LO5.jpgGood knowledge of computer basic such as MS Office- [ MS-EXCEL, MS-WORD, POWER POINT, PAINT & Internet. | | * July 2014 To July 2015 | | 1 Year experience in an Insurance Company Ltd. Bathinda as a Executive Relationship Manager. |
| **LANGUAGE** | |
| * ENGLISH – Proficiency * Hindi – Proficiency * Punjab – Proficiency | | * C:\Users\Public\B\LO3.jpgJune 2013 To June 2014 | | 1 Year experience In Popular Enterprises Company as a Back Office Cum sales. |
|  | | **EDUCATION** | | |
| * 2011-2013 | Masters in business administration  In Major HR Minor Marketing  Form Punjabi University Patiala | |
| * 2007-2010 | Graduate Course in Bachelor of Arts  From Indra Gandhi National Open  University. | |
| * 2005-2007 | Diploma in Art & Craft  From IT Bathinda | |
| * 2004-2005 | HSC Passed  PSEB, Mohali | |
| * 2002-2003 | SSC Passes  PSEB, Mohali. | |
| **C:\Users\Public\B\LO4.png TECHNICAL QUALIFICATION** | | |
| * 1 Year Computer Course in Computer Software Application   2010-2011 From | | |

|  |  |
| --- | --- |
| **SOFT SKILLS** | |
| * Co – ordination with business support executive * Co – ordination with field executives * Purchasing of materials * Managing all the bills and taking care of the smooth working of the organization * Generate new business with inbound and outbound marketing campaigns. * Co-ordination with Tele Callers, Business support, Executives and Branch Managers to increase the Renewal persistency. * Co-ordination with Head office team, outsource agencies, field * Always willing to step in and help out work colleagues who are struggling. * Ability to handle a team for attaining desired goals. * Ensure proper completion and timely submission of all reports. * Lead and coach short cycle Telesales employee teams and provide performance. * Proven track record in the management of people including performance management. * Analyses Sales Management information in order to comment on and improve performance. * Formatted and sent invoices. * Accompanied sales executives and managers on some sales calls. * Processed and field sales documents. * Compiled and organized lists of business prospects. * Scheduled meetings for senior salespeople and managed team calendar. | |
| **ACHIEVEMENTS** | |
| * Winner of TOP GUN contest with first rank of January month. * Promoted as a KRM to SRM to ERM with in 8month. * Quarterly achieve business goal sheets. | |
| **PERSONAL INFORMATION** | |
| DATE OF BIRTH | 13.08.1987 |
| NATIONALITY | INDIAN |
| MARITAL STATUS | SINGLE |
| HOBBIES | INTERNET SURFING&TRAVELLING |
| **PASSPORT DETAILS** | |
| DATE OF ISSUE | 13.03.2019 |
| DATE OF EXPIRY | 12.03.2029 |
| PLACE OF ISSUE | CHANDIGARH,INDIA |
| **DECLARATION**  As Per the details given above and in the light of the same ,I am confident that I am  selected, I shall prove To be an asset to your esteemed organization for when you shall have no regrets. | |
| **PLACE:**  **DATE: (ADITYA)** | |
|  | |