|  |  |  |
| --- | --- | --- |
|  |  | **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  |  |  |
|  |  | * 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 OpenUniversity.  |
| * 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.

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| **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 amselected, I shall prove To be an asset to your esteemed organization for when you shall have no regrets. |
| **PLACE:****DATE: (ADITYA)**  |
|  |