Mehul



Confident and Energetic personality with good communication skills and craving to learn new things everyday.



Mehul-395604@gulfjobseeker.com





09 November, 1993

**WORK EXPERIENCE**

**Back Oﬃce Executive**



*01/2015 – 04/2016* *India*

*Back Oﬃce Executives have support responsibilities and handle functions that help the front oﬃce work well. Main Back Oﬃce Executive Responsibilities are processing projects, managing databases, performing market research, analyzing consumer trends, and handling accounting and finance tasks*

**SKILLS**



Communication Leadership quality



Team handling Multi-tasking



Client-communication Stock market knowledge



Goal oriented

**Sales executive**



*05/2016 – 10/2017* *India*

*nteracting with clients on calls and emails ,create positive impact about the ongoing projects and generating healthy leads, to make them understand the value of location and connectivity from the project, keeping clients updated on the changes occuring in the projects (if any) and make sure they visit the site and are satisfied with the service we provide.*

*Achievements/Tasks*

Received multiple appreciation from my clients for keeping them informed and maintaining healthy conversation.



**Sr.Sales Executive**



*11/2017 – 05/2019* *India*

*Handling incoming and outgoing calls and informing about the projects they are interested in and clearing the quiries, following up with clients on regular basis and keeping in touch till they visit the project and being present at sales site by the time of activation to ensure proper tagging, showing sample flats, engaging with clients till they get assigned sales manager.*

*Achievements/Tasks*

Received multiple client appreciation.



**Sr Associate group (Operation and Sale's)** HDFC Life



*06/2019 – Present* *India*

*Sales and operation as Sr Associate, handling customer queries and resolving the problems, handling co-orporate sales and claim process.*

**EDUCATION**

**HSC/ 12th**



M.J.P 's bal bharti college of art and commerce

*2012 – 2013* *India*

**Bachelor's Degree of commerce.**



Mumbai University

*2017 – 2018* *India*

**Investment Banking Course** Immaticus



**PERSONAL PROJECTS**

Stock investment (2018 – Present)

Investing in stock, guiding family and friends to make a better monitory decision.



**ACHIEVEMENTS**

Achievement Name

**LANGUAGES**



English



Hindi



Marathi



Gujarati

**INTERESTS**



Traveling Sports Communication



Playing musical Instruments



Listening classical music

*2017 – 2018* *Indai*