**Rahul Kapoor**

**Email: rahulkpr788@gmail.com**

**Mob**: **+91 87160 84255**

Objective

To become leader not by Authority but by Responsibility. Looking towards a challenging future in a reputed organization, which will not only utilize the achieved qualifications, but also develop and enrich it, broaden the perspective and gain a fulfilling experience.

Strengths

* An analytical mind with the ability to think clearly and logically.
* Ability to work accurately and pay attention to details.
* Excellent spoken & written communication skills, problem solving and leadership skills.
* Self-Motivation
* Energetic and Smart- Working.

Professional Experience

**Vodafone Spacetel Limited as an Executive - Jammu**

(Telecom Company) February 2014 – July 2015

**Role and responsibility:**

|  |  |
| --- | --- |
| Account Management & Management & Customer Relations | * AMDOCS * WEB CRM * D DUP * CPOS * Data Compiling * Allocation of Data * Collection * MIS & Tracker Updating on Daily Basis. * Handling of all kinds of Management Queries. * Data Entry * Backend Operations * Customer Service * Emailing |

**Rooman Technologies as Network Support Engineer- Bangalore**

(IT Company) September 07, 2015 to March 02, 2016

**Role and responsibility:**

|  |  |
| --- | --- |
|  | * Handling of all kinds of IT Problems. * Windows Repairing. * IT Solutions |

**Pinkerton Corporate Risk Management as Specialist - Gurgaon**

(Background Screening Company) May 16, 2016 to March 01, 2019

**Roles & Responsibilities:**

* Interacting with CAMS on day to day basis.
* Ensuring the delivery of the report to the CAM with in SLA
* Preparing reports of critical clients like Genpact, NTT, XL Health, Payback, British Council etc.
* Allocation of Data.
* Preparing MIS.
* Background verification like Education check, employment check, address check, criminal check, drug check, database check.
* Quality analysis of Data and reports of clients.
* Data Entry.
* Backend Operations.
* Operations.
* Client Servicing.

**HDFC ERGO HEALTH INSURANCE Limited**

(Health Insurance Company) Since March 14, 2019

**Roles & Responsibilities:**

* Interacting with clients and advisors on day to day basis regarding the product of health insurance.
* Sales.
* Cold Calling.
* Calling on Mature Leads.
* Calling on Direct Leads.
* Recruitment of Fresh and Existing Advisors of General Insurance, Life Insurance, Mutual Fund
* Preparing MIS.
* Client Servicing.
* Customer Servicing.

**Achievements & Initiatives**

* Gold Medal in Badminton Championship 2008
* Received appreciations from Business Head, Manager, Supervisor, and Team Leader for preparing the 47 reports of NTT Client.

Education

* MBA in HR & Marketing from Lovely Professional University with 65% marks.
* Bachelor of Engineering in Electronics and Communication from Lovely Professional University with 50 % marks
* 12thfrom Model Institute of Education & Research affiliated to State Board of J&K with 74% marks.
* 10TH from Model Institute of Education & Research affiliated to State Board of J&Kwith 80 % marks.

Computer Proficiency

**Packages:** MS Office (MS Word, MS Excel)

Platform: Windows XP, Windows 7, Windows 8 & Windows 10.

Languages Known

English, Hindi, Punjabi

Hobbies

Travelling, Sports (Badminton, Cricket) & Music.

Personal Details

Date of Birth 04-07-1992

Marital Status Single

Permanent Address: 173-174 Resham Ghar Colony Jammu, Near ASN Higher Secondary School-180001