

MEGHA SHARMA

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Personal Profile

Looking for a professional career in corporate industry, that offers opportunity for dedication to company as well as personal growth through becoming a part of the whole production process and to deliver maximum results in the work entrusted to me.

Work Experience

- Sales Manager – Reliance Nippon Life Insurance Ltd (Jan 2017 – May 2017)

Reliance Nippon Life Insurance Company is amongst the leading private sector life insurance companies in India, a strong distribution network of over 700 branches and over 75,000 advisors as on 2017.

Prime responsibilities include:

- Planning & targeting for the agent sales team.
- To manage the agency channel sale for the company .
- To manage the agents & achieving the company's target.
- Recruitment & Management of agency channel.

- Senior Executive – Axis Securities Ltd (Nov 2015 – Jan 2017)

Axis Securities Limited (ASL) is a subsidiary company of Axis Bank Ltd.Axis Capital Limited, from whom the retail broking and sales businesses were demerger into Axis Securities Limited.

Prime responsibilities include:

- Preparing & maintaining different MIS Systems for the reporting authority.
- Taking care of Zonal MIS and Coordinating with Team members.
- Handling product service for AL, CV, and Home Loan.
- Allocation and assignment of cases in between different Locations
- Auditing of Collections Receipts on weekly basis
- Maintaining for Zonal Incentive Data and Cost calculations for the collections department.

- Customer Service Executive – Vodafone South Ltd (Jan 2015 – Sep 2015)

Vodafone Essar South Limited provides cellular services in India. It offers services in the areas of tunes and downloads, entertainment, news and updates, sports, call management, astrology, finance, travel, messaging, and dial in services.

Prime responsibilities include:

- Prompt and timely updations to customers on their requests.
- Resolving customer complaints timely with accurate decision and with satisfactory solution.
- Processing of customer requests for Statements, Change of Address, Change of Contacts and providing active inquiry response to the customers

Educational Qualifications

Qualification	Institute	University/Board	Year of Passing	Percentage
Bachelor of Bussiness Administration	Kanya Maha Vidyalaya, jalandhar	Guru Nanak dev university	2013	64
12 th	DAV Senior secondary School, Una	HPBSE	2011	62
10 th	DAV Public School,Una	CBSE	2009	60

Technical Skills

- Microsoft Excel
- Data Analysis
- Microsoft Office
- Softwares: NCRM , CRM , Oracle, Finnone , Finnacle .

Personal Details

Date of Birth: 04th October, 1993

Place of Birth: Vasai, India.

Languages: English, Punjabi, Hindi.

Marital Status: Single

Hobbies: Reading books.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Megha Sharma.