

CURRICULUM VITAE

NAME-ABHISHEK ALOK

Mobile: +91-9582020329(P)

E-mail: abhialok.11@gmail.com

Career Objective:-To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the organization, employer and at the same time my individual growth.

Strengths:-

Self-Confident, Self-Motivated, Team player & Hard Working.

Experiences:- Having total 5 Year exp.

Skills-Customer service & Customer relationship after sales service, Branch Operation, financial monitoring,

Experience: - 1)-Currently Working in SBI Life Insurance Company Limited as a Senior Executive Underwriter (Operation Department) from 18 Nov 2019 to till Date.

Job Profile:-1) Risk management.

2) Risk Analysis.

Award & Achievement:-

1-Award received from CEO North Zone of Apollo Munich Health Insurance Best Employee and operation support in pan India of the year 2018-2019.

2-Award received from V.P Sales for best operational Support & customer Satisfaction of the Year. 2017-2018.

3-Award Received From ZM (Operation) for Best branch performance and performer in north reason.2017-2018.

Past Experience: -(1) Having total 5 Years Exp including Branch Operation Executive-TO/BO under the Department of Operations in an organization of Apollo Munich Health Insurance Company Limited (Now HDFC Ergo Health Insurance) from (22nd July 2016 to 13 Nov 2019).

- (A) In an Organization of Apollo Munich Health Insurance Company Limited, Under the Department of TO/BO- Operations, My work Responsibility is to cash operation handling, Daybook closing and monthly closing, customer service and fund transfer knowledge, Bank cheque ,Maintain internal and external expenses related finance, Customer relationship regarding his or her query and keep recording of all financial activities of Branch.
- (B) Underwrite new proposal before policy issuance and processing
- (C) Managing different locations of up for operation.
- (D) Handling the Administrative Work
- (E) A coordinator between operation and sales force.
- (F) Responsible for day to day Reconciliation.

- (G) Training to advisor and sales person.
- (H) Implemented cash process for better customer service.
- (I) Monitoring compliance issue and help to close on priority base for better service to customer and build create trust as well as good image for company in customer mindset.
- (J) The whole job profile includes the responsibility of sitting up day to day activities and solving out the problems for smooth working of operation.

Past Experience- Having one and half year experience as a Sales operation and Marketing Executive under The Department of Market Development in an organization of Jasper InfoTech Pvt Ltd (snapdeal.com) from (29 Dec 2014 to 14 Jun 2016).

Job Profile:- Under the Market Development Department, I was working as a Sales and Marketing Executive Cum Sales Operation (Marketing & sales) in snapdeal.com

(A)-Product listing of seller's product through content sheet and seller panel as well. (B)-B to B & B to C sales and work responsibility is to increase sales and help to generate profit and along with also help all sellers to get onboard and list all products. (C)-Providing panel training. (D)-Also help sellers to increase his/her income level and also additionally worked to analysis the whole given data and then analysis to get best data by online from all over India to increase sales and profit level of the company. (E)-Prepare Excel sheet of data on daily basis. (F)-Prepare DSR on daily basis. (G)-Solve seller query and provide company business process on Email chat and also conduct personal meeting as per sellers request on chat, mail or call. (H)-Ensuring complete track of account status.

(I)-Logistic management services and related issue. (J)-Giving updates to sellers regarding promotional activities and explaining the benefits to them. (K)-Encouraging sellers to have maximum POGs on snapdeal.com to maximum per day sale. (L)-Ensuring Maximum No of sellers on-board.

(3)- Having one year experience as a Marketing Executive as an off role in the organization of Multi Creation Pvt Ltd From (8 Feb 2013 to 31 Jan 2014).

Job profile:-In an **organization Multi Creation pvt ltd** my work responsibility was to visit hotel ,New construction apartment and also full fill demand as per getting order like bathroom product ,home decorative product like Indoor and outdoor .

(4)- Having one year experience as a Retail sales executive as an off role under supervision of Retail Manager in the organization of Golden Peacock Overseas Limited from (21st Dec 2009 to 24th Dec 2010). Job Responsibility: -

Certificate Course-Completed two weeks certificates course from DMS (I.I.T Delhi) in Sales & Marketing and sales on Digital based on a regular classroom course.

Academic Qualification:-

EDU QUALIFICATION	PASSING YEAR	INSTITUTION/BOARD	%	DIV
MATRIC (10 TH)	2003	BIHAR SCHOOL EXAMINATION BOARD	61.00	1 ST
I.SC	2006	BIHAR INTERMEDIATE EDUCATION COUNCIL	48.89	2 ND

Professional Qualification:-

-M.B.A.in Marketing & H.R from Kurukshetra University, Kurukshetra (Haryana).

-B.B.A.in Marketing from L.N Mishra College of Business Management (Muzaffarpur).

DEGREE	PASSING YEAR	INSTITUTION/BOARD	%	DIV
B.B.A	2006-2009	L.N MISHRA COLLEGE OF BUSINESS MANAGEMENT	61.00	1 ST
M.B.A	2011-2013	KURUKSHETRA UNIVERSITY,KURUKSHETRA	66.00	1 ST

Professional Training/Projects Description:-

-Eight weeks Summer Training during M.B.A on the topic of Consumer Behaviors under Prashant Honda Auto pvt Ltd. at Muzaffarpur (BIHAR). An authorized marketing and selling Division of Honda Motors India Ltd.

Job Responsibility:-Under this training, I Personally analysis the consumer behavior related to product after and before sales of product at different level.

-Six weeks summer Training in B.B.A on the topic of Market Potential of Hyundai Cars, Under Balaji Hyundai Auto Pvt. Ltd.at Muzaffarpur Bihar. An authorized marketing and selling Division of Hyundai Motors India Ltd.

Job Responsibility:-Under this training, I personally analysis the product potential in market and customer's perception regarding product and make a compare from another products.

Computer Knowledge:--

One Year Certificate Course in Advance Diploma in Computer Application.

Hobbies:- singing a songs.

Personal Details:-

Name : ABHISHEK ALOK

Date of Birth : 22th Feb. 1988

Marital Status : Single

Nationality : Indian

Languages Known: English & Hindi

Present Address : HOUSE NO-729, VIKASH NAGAR
LABOUR ADDA CHOWRAHA
UTTAR PRADESH, LUCKNOW
PIN-226022

Date: 25 / 01 /2020

Place: UTTAR PRADESH, LUCKNOW

Signature: ABHISHEK ALOK