**Sainath Anand Gurram.**

Room No: 302,Prathamesh platinum blg, plot no1, Sector 18, Belapur, Navi Mumbai.

Contact No : 8169023833

Email address :sainath741997@gmail.com

**OBJECTIVE:**

To be a part successful team of individuals who thrives on challenges, where in my skills and ability will enhance the company’s success and thereby my own growth.

**ACADEMIC RECORD:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree/Certificate** | **Percent (%)** | **University/Board** |
| 2010 | S.S.C | 39% | Mumbai University |
| 2013 | H.S.C | 62% | Mumbai University |
| 2017 | B.Com | 60% | Mumbai University |

**ADDITIONAL DETAILS:**

**Computer Knowledge**

**Application Software :** MS Word, MS Excel, MS Powerpoint.

**Skills :**Strong Interpersonal skill, Creative Thinking, Communication skill,

Quatitative Analysis.

**Company:ICICI PRUDENTIAL(16th August, 2018 to still)**

**Designation:Financial services Consultant.**

**Scope of work**:- Cilent Reporting, Asset management, Financial management , Excel presentations, Client Servicing , Suggesting best funds, Email communication,

-Guiding clients for the best investment plan like mutual funds,Fixed deposit, life insuranceaccording to there stability & flexibility,knowledge of a a NAV.

 - Presenting excel data as per the guidelines.

 *- Co-ordinats with managers and customers for there queries or claims.*

 - *Performsmonitorsofemailresponses of the clients and partners*

*- Preparesandanalyzesinternalandexternalqualityreportsformanagementstaffreview on daily basis and on monthly basis*

 - Performotherdutiesasassigned.

**Company:HansaDirect(29thJan,2018to7thaug2018)**

**Designation:Executive**

**Scope of work**:-CallMonitoring,Tracking,ClientservicingandExcelmaintenance*.*

*Participatesindesignofcallmonitoringformatsandqualitystandards.*

*Performscallmonitoringandprovidestrenddatatositemanagementteam.*

*Usesqualitymonitoringdatamanagementsystemtocompileandtrackperformanceatteamandindividuallevel.*

*Performsmonitorsofcustomercareemailresponses.*

*Participatesincustomerandclientlisteningprogramstoidentifycustomerneedsandexpectations.*

*Providesactionabledatatovariousinternalsupportgroupsasneeded.*

*Co-ordinatesandfacilitatescallcalibrationsessionsforcallcenterstaff.*

*Providesfeedbacktocallcenterteamleadersandmanagers.*

*Preparesandanalyzesinternalandexternalqualityreportsformanagementstaffreview.*

Performotherdutiesasassigned

**PERSONAL DETAILS:**

**NAME : SAINATH ANAND GURRAM**

FATHER’S NAME : ANAND GURRAM

MOTHER’S NAME : SUSHILA GURRAM

DATE OF BIRTH : 7th April 1997

GENDER : Male

MARTIAL STATUS : Single

NATIONALITY : Indian

LANGUAGES KNOWS : English, Hindi, Marathi & Telugu.

HOBBIES : Badminton, Carom, Chess, Video, Games

**DECLARATION:**

I hereby declared that the information furnished above is true to the best of my knowledge.

(Sainath Anand Gurram)