

# Curriculum Vitae

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## Achievements:

- ❖ Received an award from UAE Exchange, Dubai Country Head for the best performing staff.
- ❖ Won the best business development executive award for the Northern Emirates Area

## Objective:

To work in a well established organization that initiates me into a suitable career, explore career potential, contribute to the overall enterprise of the organization and grow with it.

## Summary:

- Master Degree in Business Administration MBA (Finance & HRM)
- Bachelor in Science (Mathematics main)
- Excellent assessment abilities
- Friendly, competent and hardworking
- Works effectively, independently or as part of a team
- Strong Leadership, communication, problem solving qualities
- Innovative and explorative
- Good learner and researcher with an eye for detail
- Calm, polite, loyal, serious minded, accurate

## Professional Experience:

### **SBI LIFE INSURANCE COMPANY:**

Working as Life Insurance Advisor at SBI life Insurance company since April 2020.

### **Allianz Services Private Limited:**

Worked as Senior Insurance Operations Specialist at Allianz services at Techno park Campus, Trivandrum from September 2018 to 31<sup>st</sup> Jan 2020.

#### Key Responsibilities include:

- Policy Administration- US
- Respond to basic inquiries from brokers, agents and customers about policies, terms, applications statuses and billing.
- Prepares or pulls reports for underwriters for use in the review of insurance policies and insurance decisions.
- Preparing Insurance policy terms and conditions.
- Liasing with Insurance brokers and customers.
- Preparing quotes, Endorsements and issuing policies.

## **Al Sagr National Insurance Company**

Worked as Reinsurance Executive at Dubai branch from June 2013 to December 2017  
Key Responsibilities include:

- Prepare Insurance documents and Invoices (Debit and Credit Notes) for Clients and Reinsurers for Marine Hull and Marine Cargo.
- Prepare and communicate facultative request to reinsurers.
- Respond to reinsurance inquiries from internal business partners as well as Reinsurers.
- Produce monthly/quarterly reinsurance account statements to applicable business units as well as reinsurers
- Manage closing documents for Reinsurers
- Responsible for Quarterly closing

## **UAE Exchange Centre LLC, Dubai**

Worked as Business Development Executive for Al Dhaid branch (Northern Emirates Area) from October 2011 to May 2013.

Key Responsibilities include:

- Take care of Business Development at Al Dhaid branch
- Conduct Activities in camps and companies for increasing transactions
- Meeting potential clients on a regular basis in the market.
- Taking care of all Marketing activities in the area for the company.
- Conducting events in the area for the development of business.

### **Achievements:**

- ❖ Best performing staff award from UAE Exchange Country Head, Dubai
- ❖ Best Business Development Executive award for the Northern Emirates Area.

### **Projects Completed**

- ❖ A dissertation work on the Fundamental analysis of five listed companies in Cement industry at Cochin Stock Exchange.
- ❖ Internship training at Malayala Manorama Company Ltd, Kottayam, Kerala

### **Computer Skills**

Operating Systems : Windows and Unix  
Office Package : Microsoft Office Suite  
Accounting packages: Tally  
Software packages: Languages C, C++, HTML

### Educational Qualifications:

Course	University
M.B.A (FINANCE&HRM)	Bangalore University / East Point College Of Higher Education, Bangalore
B.Sc Mathematics	M. G. University / Mar Thoma College, Thiruvalla, Kerala
Pre-Degree	M.G. University / Mar Thoma College, Thiruvalla, Kerala.
S. S. L. C	State Syllabus / S.C.S High School, Thiruvalla, Kerala.

### Extra Curricular Activities

- ❖ Youth Movement leader
- ❖ District level Cricket team Captain

### Personal Details:

Permanent Address            Parappallil House, Kuttapuzha P.O, Thiruvalla.  
Religion                            Christian  
Sex                                    Male  
Marital Status                  Married  
Nationality                        Indian  
Date of Birth                      27<sup>th</sup> January 1982  
Driving License                 Valid UAE Driving License  
Languages Known              English, Hindi, Tamil and Malayalam.