



Curriculum Vitae

PERSONAL INFORMATION Syam Raj V

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 syamrajv12@gmail.com

Gender Male | Date of birth 04 May 1990

WORK EXPERIENCE

- January 2022 -Present** **CYTECARE CANCER HOSPITAL**
 **Key responsibility** :Perfom analytical and data entry task, Answering patient calls, email and question including finding insurance estimation, providing financial counselling. Confidently managing patients accounts, schedule patient appointments and answer per-visited question including billing . and work as team to ensure each patient receive the the best service possibility , Meet the patient and family regarding the treatment and procedure Assist in locating funding for special procedure or other patient need
- October 2021 – January 2022** **MYG DIGITAL HUB THRISSUR**
 **Key responsibility** : Store handling, Customer handling, Profitability and maintains , target achieving ,analyzing overall performance of store
- july 2017- September 2019** **MAXLIFE INSURANCE CO LTD THRISSUR**
 **Key responsibility** : Develop various source of agent hiring and build a team of agent and agent pipeline ,Ensure product knowledge by training ,Filed demonstration ,Work with agent on planning and reviewing of activity and goals,Achievement of monthly and yearly business plan ,Hold periodical customer meet to understand customer pulse and need ,Ensure customer queries are responded to satisfactorily as per standers
- june 2015-july 2017** **EUROTECH BATH AND KITCHEN EDAPPAL**
 **Key responsibility** : Locate or propose potential business deals by contacting potential partners discovering and exploring opportunists, Screen potential deals by analyzing market strategies. Deals requirements potential and financial evaluating, Close new business deals by coordinating requirements developing and negotiating contracts: integrating contract requirements with business operations ,Network with small business people and investor in order to establish potential business venture ,Manage a small team of internal franchisee operation

- September 2014- May 2015

**DBTECH
BANGLORE**

🔗 **Key responsibility** :To provide essential soft skill and IT training ,Organize the personality development session

- August 2013 – September 2014

**ADITHYA BIRLA MINACS
BANGLORE**

🔗 **Key responsibility** :Handle 100+ customer interaction per day, giving details, personalized, friendly and polite service to ensure customer retention ,Memorize all product and service to be able to answer all customer questions quickly and efficiently

EDUCATION AND TRAINING

2013	MBA (Financial Management) Bharathiyar University Coimbatore Tamil nadu
2010	BBA Annamalai University Tamil nadu
2007	XII (Computer Science) Kerala higher secondary board ,Kerala
2005	SSLC (State Board) Kerala

PERSONAL SKILLS

Mother tongue(s) Malayalam

OTHER LANGUAGE(S)	UNDERSTANDING	SPEAKING	WRITING
English	✓	✓	✓
Hindi	✓	✓	✓
Tamil	✓	✓	✓

Communication skills

- Excellent written and verbal communication skills
Confident, articulate, and professional speaking abilities (and experience),
Emphatic listener and persuasive speaker, Writing creative or factual

organisational / managerial skills

- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment, and independently
Focused, versatile, dependable, multi-task oriented, flexible, positive, emotionally stable, able to adapt effectively to challenging and emergency situations

Computer skills

- Programming Languages include C , C++, JAVA
MS Office
Operating systems- Windows7, windows8 ,windows10
Adobe Photo shop

Other skills

- Ability to work in a dynamic, aggressive, or start-up environment
Self-motivated, Result oriented.
Aware of my confidence level.
Ability to grasp and implement new concepts quickly.
Good interpersonal relationship building and communication skill.
Possess leadership skills in motivating team members and colleagues