

CURRICULAM VITAE

INDULEKHA P

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DOB: 07/05/1986

Marital status: Married



To work in an innovative, healthy and challenging environment extracting the best out of me which is conducive to learn and grow at professional as well as personal level.

EXPERIENCE

Aug'22 - Nov'22 Corporate Agency Manager, HDFC Life Insurance, Ravipuram- Kochi

- Provide product training for the sales team of the channel partners (BEU(Tele-sales)/GL)
- Meeting prospective customers with channel sales team to sell insurance solution and helps tele-sales team to sell insurance product.
- To close the leads provided by channel partner.

April'22 - Aug'22 Renewal Insurance Executive -NCS Hyundai Service Centre, Elamakkara, Ernakulam (NCS Autohub Pvt Ltd)

- Maintaining a customer database for Insurance renewal.
- Sent reminders of insurance premium, payments and notified customers of any rate changes.
- Co-ordinate with the Insurance company for policy issuance.
- Follow up on Renewal and Endorsement quires.

April'21 - Sept'21 Insurance Executive - Hyson Auto Sales (P) Ltd, Padivattom, Ernakulam.

- Maintaining a customer database for Insurance renewal
- Sent reminders of insurance premium, payments and notified customers of any rate changes.
- Co-ordinate with the Insurance company for policy issuance.
- Follow up on Renewal and Endorsement quires.

January'14- July'20 Sales Supporting Officer at Reliance General Insurance Co. Ltd, Kadavanthara.

- MIS Preparation
- Quickly resolve and attend to enquires from customers either direct or through brokers and agents.
- Required to handle paperwork dealing with policy renewals and receive proposal forms and ensure they are correctly completed before issuing policy.
- Prepare requisitions for refund of payment

- May'13- Dec'13 Counsellor at International Academy, Cochin.**
- Advising potential students on education opportunities in abroad
 - Advising students on application procedures, visa applications and preparing students for their studies in abroad.
 - Maintaining computer records of students counseled.
 - Assisting with the general running of the office to ensure smooth operations.
- August'10- Dec'11 PRO/ Receptionist at Mahaboob Diagnostic Centre, Chalakudy.**
- Schedule appointments with doctors and answer queries of patients about meeting times of expert consultants
 - Answer phone calls, note down specific information or record as voice messages, transfer calls to different hospital staff and ensure that no calls go unanswered.
 - Maintain medical records and include any suggestions from visitors to improve the services of hospital.
- July'09 – June'10 Accountant at P & R Home Swaruma, Muvattupuzha (funded by SWD and KSACS)**
- Prepare profit and loss statements and monthly closing and cost accounting reports.
 - Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
 - Analyse revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
 - Explain billing invoices and accounting policies to staff, vendors and clients.

EDUCATION

- 2007-2009** Master of Social Work (Medical and Psychiatry social work) at Jai Bharath Arts & Science College, Arakkapady.
- 2003-2006** Bachelor of Commerce (Sales Management) at Marthoma College for Women, Perumbavoor.
- 2001-2003** Plus Two (Commerce) at MGM Higher Secondary School, Kuruppampady, Ernakulam.

COMPUTER LITERACY

- Computerized Professional Accounting Course – CPAC
- MS Office

DECLARATION

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

Place: Ernakulam

Yours Faithfully

Date:

INDULEKHA P