**VISHAL MADAAN**

Tel: **+91**-**9728511118, 09873703602** | E- mail: [vishal\_madaan15@hotmail.com](mailto:vishal_madaan15@hotmail.com)

**Seeking a challenging assignment in any Profile**

**Synopsis**

* **An MBA with 4 year of experience** **in Ops, ACCOUNTS (Credit & Control) and Customer Relationship Management.**
* Ability to satisfy of Employee regarding HR Policy.
* Coordinate with Sales Managers for KYC docs for Policy Login, Policy and Claim.
* Excellent at follow-up and attention to detail.
* Ability to efficiently handle multiple tasks with adherence to schedules.
* Proficient in MS Office Applications, Tally and the Internet.

**Competencies**

Excellent interpersonal skills Good communication and presentation skills

CREDIT & CONTROL Hard working

**Career Path**

* **Max Life Insurance Co. Ltd.**

Dec. 2013- till Date

As **Relationship Associate (In Banc insurance)**

* **Kotak Mahindra Old Mutual Life Insurance.**

July 2011 – Dec. 2013

As **Admin & Ops Executive**

* **Om Logistics Ltd, New Delhi.**

July 2010 – June 2011

AS **CREDIT & CONTROL** EXECUTIVE

* **Kevin Power Solution Ltd, Gurgaon**

Nov.2009- June 2010

Sales Executive.

**Work Experience**

**Max Life Insurance Co Ltd.**

* **Working with Axis Bank Ltd.**
* **Motivate to Axis Employee for fresh LI Business;**
* **Check all docs which has required with Proposal Forms then Login the Policy;**
* **Taking with Customers before login the policy;**
* **Call on 90days persistency renewal cases;**

**Kotak Mahindra Old Mutul Life Insurance**

* Cost Control Measures, Cost Savings and Process Initiatives, Branch Support, Bill processing and Payments & Provide the Facility on Branch Level;
* Coordinate with sales Managers regarding KYC Docs, which required in Policy.
* Calling on 90days Persistency renewals;
* Coordinate with customers and explain the Plans according to requirement;

**Om Logistics Ltd.**

* Handle the Credit & Control Department.
* Maintain the Clint’s Ledger and Our Company’s Ledger, Follow up the Outstanding with Clint & Branch’s Executive.
* Account Reconciliation with Clint’s Ledger.
* Coordination of all Credit activities between H.O. and Branch level.

**Kevin Power Solution Ltd.**

* Building relationship with high net income Distributor and selling them the concept of any Product.

**Education**

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| --- | --- | --- | --- |
| **Qualification** | **Institute** | **Board/**  **University** | **Year** |
| **M.B.A** WITH **FINANCE & MARKETING** | KIIT COLLEGE OF ENGG., GURGAON | Affiliated to M.D.U. ROHTAK | 2009 |
| B.A | Govt. COLLEGE, JIND | K.U.K. University | 2007 |
| Intermediate | Govt. SEC. SCHOOL, JIND | HARYANA BOARD, BHIWANI | 2004 |
| High School | VIVEKA NAND HIGH SCHOOL, JIND | HARYANA BOARD, BHIWANI | 2002 |

**Personal Details**

**Date of Birth:** 15th May 1986

**Permanent Address:** House No- 55/5, Hakikat Nagar, Apollo Road, JIND – 126102, Haryana.

**Marital status:** Unmarried

(Signature)