**CURRICULUM VITAE**

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| **MANISH RAI**  **Present Address:**  2/263 VIVEK KHAND  Gomtinagar - Lucknow  UP 226010  **Phone No:** +919889930223  +918418066055    **E-mail:**  Manishrai\_k@rediffmail.com Personal Details:Father’s name : Shri. R.M.Rai Date of Birth : 14th March 1983  Nationality : Indian  Sex : Male  Languages known : Hindi& English  **Reference:**  1.Sumit Verma  Regional HR  ZTE India Pvt Ltd.  Mobile No.+ 91-9936611223  Lucknow (U.P) |

CAREER OBJECTIVE

To take-up a challenging role in the integrated field of management by applying my zeal, energy and knowledge towards the growth of organization and add values to myself.

### PROFESSIONAL QUALIFICATION

***MBA2005-07*** *(****FINANCE & MARKETING)*** full 2 years regular course from Institute of Management & Research, Ghaziabad (Affiliated to UPTU, Lucknow).

### ACADEMIC QUALIFICATIONS

**B.Com** from D.D. U. Gorakhpur (2005)

**XII.** from I.C.S.E. Board (2002)

**X.** from I.S.C. Board (2000)

### SUMMER TRAINING

**Company Name:** Bajaj Allianz Life Insurance Co.

**Project Title:** Sales Strategy of Bajaj Allianz & Comparative Study.

**(**In my Summer Training, I have done Cold calls to the Customer and Created Awareness about Bajaj Allianz**)**

### WORK EXPERIENCE

**Company Name: HDFC LIFE Jan 17th 2008 July 2014**

**Designation: Senior Associate-Customer Relation**

**(Branch operation)**

**JOB RESPONSIBILITIES:**

**1. Policy servicing.**

**2. Claims and complaint handling.**

**3. Agency servicing.**

**4. Scruiting of Proposal form and agency form.**

**5. Lead Generation from branch walk-in.**

**6. Handling Branch Persistency.**

**7. Responsible for Branch Audit and compliance.**

**8. Handling responsibility of principle support office**

**9.KYC verification.**

**10.Cash vault handling.**

**ACHIEVEMENTS:**

**1. Joined as Graduate Trainee and promoted as Branch Operation Officer.**

**2.Won Three times Zonal Service Excellence Award and Awarded by Claims Team For Faster Closure of Claims within the TAT.**

**3 .Over Achieved Targets of Lead Generation and Persistency in every month.**

### ADDITIONAL QUALIFICATION

Diploma in Information Technology from NIIT, Gorakhpur

### HOBBIES

Playing & Watching Cricket.

Net surfing.

Making Friends

### EXTRA CURRICULAR ACTIVITIES:

* Won Many Prizes in Various Game at Inter School Competitions.
* Actively Participated in all Cultural Activities.
* Participated in the Marketing Mania held in IMR in year 2006
* Participated in Alumni meet held in IMR in year 2007
* Actively participated in Dramatics, Anchoring in Fresher and Fare well party of IMR in year 2005,2006,2007

**(I hereby declare that the above-furnished information is true to the best of my knowledge**.)

**Place:**

**Date:** **(MANISH RAI)**