**RESUME**

Name : POOJA NATWARLAL CHAUHAN

Mobile No. : +91-9769 534 522

E-mail id : poojachauhan0312@gmail.com

**Career objective**

Seeking assignments in business development, sales or distributions with an organization of high values.

**Current organization**

Company : PNB Met life Insurance Limited. (Punjab National

bank MetLife insurance limited.)

Designation : Assistant Relationship Manager.

Duration : 17th June 2015 to till date.

Job Description : Handling 2 branches and explaining the policy to customer and reporting to manager, Supervise allotted account portfolios and ensure excellent customer service and assist in minimizing of financial risk. Prepare management reports for various industry studies and identify appropriate market opportunities.

**Previous Organization Experience**

Company name : **I-Process (ICICI Bank)**

Designation : Cluster counselor (For Gold-Loan)

Duration : from 5th Oct 2013 to 8th June 2015.

**Job Description**:-

Handling Gold loan clusters in 3-5 branches, and also handling team of 6-8 people.

Fortnightly reporting to Branch Manager about progress in business.

Company : **KOTAK MAHINDRA BANK**

Designation : Asst. Manager

Duration : 1year.

Core Expertise : Sells and Services

**Academic Credentials**

* Passed B.Com from Thakur College of Commerce and Science in June 2010.
* Passed H.S.C from Thakur College of Commerce and Science 2006.
* Passed S.S.C from Nutan VidyaMandir Malad (West) 2004.

**Personal Details**

Date of Birth : 03-December-1988

Hobbies : Listening music, Cooking, Swimming.

Address : B-43 Sheetal Nagar,

Near Ganesh temple b

Behind Ridhi Vinayak hospital,

S.V. Road,

Malad (West).

Mumbai 400-064.

Languages Known : English, Gujarati, Marathi & Hindi.

**(Pooja Chauhan)**