**No 173, Flat A6 Ashok Swetha Apt, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014** Mobile**: +91- 9176045630** | Phone**: 044-30263128 (Res.) |** Email**:** [**riyan\_246@yahoo.com**](mailto:riyan_246@yahoo.com)

**Career Objective**

To attain a remarkable and challenging position in an active environment which will provide me with opportunities to utilize my caliber to the fullest extent in making the organization successful

**Key Skills**

*◼ Leadership Skills ◼* Communication Skills *◼* Interpersonal Skills *◼* Problem Solving and Decision Making Skills *◼* Time Management *◼ Customer Interaction*

**Educational qualification**

* **Master in Business Administration (MBA): Finance & Marketing**

College / institution: **SRM Business School, Chennai**

Year of passing: **2013**

Percentage acquired: **74%**

* **Bachelor in Arts (B.A): Economics**

College / institution: **D.G Vaishnav College, Chennai**

Year of passing: **2011**

Percentage acquired: **70%**

* **XIIth (Senior Secondary Certificate)**

College / institution: **Gill Adarsh Mat.Hr.Sec School, Chennai**

Year of passing: **2008**

Percentage acquired: **63.5%**

* **Xth (Higher Secondary Certificate)**

College / institution: **Gill Adarsh Mat.Hr.Sec School, Chennai**

Year of passing: **2006**

Percentage acquired: **65%**

**Professional Summary**

**February 2014 – Present** **Royal Sundaram Alliance Insurance Co Ltd**

**Designation:** Team leader (Renewal & Retention) Pan India

**Job Responsibilities:** I am responsible for guiding a group of employees to complete the project to reach set targets in the renewable and retention team. I am responsible for developing and implementing a timeline for my team to use to reach its end goal.

**Job Profile:**

* Develop a strategy for the team to use and reach its goal
* Provide any training that team members need
* Communicate clear instructions to team members
* Monitor team members' participation to ensure the training provided is being put into use, and also to see if any additional training is needed
* Manage the flow of day-to-day operations
* Create reports to update the company on the team's progress
* Distribute reports to the appropriate personnel

**April 2009 – June 2011** **Square Events Pvt. Ltd.**

**Designation:** PR Executive (Public Relation)

**Job Responsibilities:** This position works closely with account coordinators and account managers to fulfil client needs. As an PR Executive, I have worked with the public relations team to ensure smooth running of the division in daily tasks and as it relates to the entire agency.

**Job Profile:**

* + Mapping interests of target audiences
  + Research
  + Maintenance and creation of media lists and editorial calendars
  + Database management
  + Advising the clients on the marketing media for promotional activities
  + Organizing, coordinating & managing promotional events for the respective clients
  + Production supervision
  + General administrative duties (faxing, filing, copying, phone calls)

**Projects Undertaken**

1. **SRM Business School, Chennai.**

**Title:** Brand Switching From Twitter to Facebook.

**Objective:**

* To find the most used social networking sites of the respondents and reasons for their switching to other brands.
* To help the organization to find out the perception towards the social networking sites which will help them in brand building.

1. **Ezeego1 Travels n Tours, Chennai.**

**Title**: Sales promotion and Brand expansion.

**Objective:**

* To Promote business for Ezeego1 travels n tours
* To extract loyalty from the existing clients and to create a new cliental database.

**Achievements/ Certifications**

* Assistant general secretary at D.G Vaishnav College, Chennai (U.G).
* Secretary of the French department at Gill Adarsh Mat.Hr.Sec School, Chennai.
* Awarded as the best student organizer in school.
* Won accolades in sports.
* Certified with DELF certification for French Language (R-W-S-L)

**Linguistic Proficiency**

English(R-W-S) , French(R-W) , Hindi(S), Tamil (R-W-S), Urdu(S)

**Personal Dossier**

Date of Birth : 19th July 1991

Gender : Male

Father’s name : Bannu Riyaz Ahmed

Nationality : Indian

Passport Details : H4780598 Valid till 30.09.2019