**Dimple Sood**

HNo. #102 Phase 1 Saproon

Teh & Distt-Solan Pin-17312

Mob no.- +919817969122



**Career objectives:**

**To work for organization where I can utilize my potential to fulfill the requirement & being an integral part in organization. Try to upgrade myself for enhancing the working environment**

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| PROFESSIONAL EXPERIENCE **Working with Toyota Automobiles as a Group Insurance Head for Himachal region from Aug-2011 till now.**  **3 Years 8 Months**  **Being the consistent performer in Toyota I got the certificate of “Extra ordinary performer” & So Many times achieve the title” Employee of the Month”.**   RESPONSIBILITY  * Achieve monthly targets of Group in New Insurance & Renewals. * Handling team of 4 people and assigning targets to them and help them to achieve their targets. * Handle taxi Rebates papers of group. * Handle Insurance Claims. * Handle vehicle billing Scheduling & Re-Scheduling, vehicles allotment.  Training Attended  * Attended three days CTDMS (Toyota Application) training at Ambience Corporate Tower Gurgaon organized by Toyota Kirloskar Motor. * Attended one day Insurance claim training at Ludhiana. * Attended Toyota Protect Renewal Software Training Organized by TKM at Pioneer Toyota Panchkula. * Attended One day CBU Insurance Training in organized by Toyota Kirloskar Motor**.**  Previous Experience **Jan 2011 to Jun 2011**  Last working experience with **R.P.Khoj Private Ltd**, an outsource to Financial Companies.  The key responsibility areas in job were:   * Role is to export PDF file to excel files and manage the database. * Manage online portal of bill books.(Quick Books Online & offline Edition) * Provisioning/De-provisioning of the cases.  EDUCATION  * M.Com from Himachal Pradesh University. (2011) * B.Com from Himachal Pradesh University. (2009)  Computer Skills  * Tally ERP 9 version. * Basic knowledge of Microsoft office.  Strengths  * Capability to give comparatively more output in minimum resources. * Adjustable, Responsible and hardworking**.**  Place of Interest  * Surfing on internet. * Making new friends.  Personal Information Father’s Name : Mr. Manoj Sood  Mother’s Name : Mrs. Savita Sood  Date of Birth : 13/02/1989  Contact Address : HNo.#102, Saproon, Solan Pin-173212  Mobile no : +919817969122  **Date :30/04/2015** (Dimple Sood) |
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