

ANJALI SHARMA

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SUMMARY

Sales manager professional in Insurance sector with 14 years of combined experience in sales, legal & production roles for the Corporate Industry. Skilled in leading sales team, possesses excellent analytical skills, detail oriented and an excellent team player.

PROFESSIONAL EXPERIENCE

Edelweiss General Insurance Co. Ltd. March 2020 – Present

Key Relationship Manager

Responsible of Product Trainings.

Responsible for product training to sales and partners of Health, BGR, Motor and Fire.

Good product knowledge.

Immediate Solution of sales query.

Comparison of more than 15 companies Health product.

Handling On-boarding Process of Partners Agents, POSP, Brokers, MISP & Corporate Agents

Handling query calls.

Tracking on leads generation after product training and conversion.

Reliance General Insurance Co. Ltd. June 2016 – March 2020

Associate Sales Manager

Responsible of Banca, Branch Banking as well as Business Banking vertical with Yes Bank Ltd.

Good product knowledge.

Responsible for product training to channel partner of Health, Home, Motor, GPA, GMC, Fire, Marine & Jeweler Block etc.

Monitoring & Tracking on leads to conversion.

Client Meeting.

Immediate Solution of customer query.

Responsible for policy issuance within the TAT.

Product Training of Channel partners.

Reliance General Insurance Co. Ltd. May 2014 – May 2016

Legal Assistant

Immediate processing Exoneration and ensuring order copies and required claim documents and assessment is in place before placing it to the higher authority.

Vetting applications and notices written statements.

Corporate Compliance maintenance as per policy updation, intimation etc.

Coordinating with in house advocates for pending litigation.

Monitoring & Tracking on the review of all the files.

Responsible for processing vendor fees on time.

Monitoring and controlling the monthly Exoneration TAT.

Responsible for court receipt processing on time.

Maintaining record for Next Hearing dates and stages of the outstanding cases.

PRIMAPACK

Packaging and Paper conversion. Nov 2012 – March 2014

Responsible for general administration and management of business including end-to-end production, supplies, sampling, packaging and shipping.

Held the responsibility of maintaining client relationships.

Estimated the costing and production time required for the entire collection and finalized the order sheet with the customer.

projects for multiple clients across geographies

Responsible for Order planning to minimize risk

RATAN TEXTILES Co.,

Textile Manufacturers, Jaipur. Feb 2009- Sep 2012

Responsible for end-to-end production of the order, which includes Designing, Sampling, Size-sets, Production, Finishing, Packaging and Shipping.

Held the responsibility of maintaining client relationships.
Gathered complete requirements from the client for the collection.
Reviewed legal agreements with clients
Managed complete cycle of Order management, order delivery and order feedback
Responsible for Order planning to minimize risk

OTHER SKILLS AND CERTIFICATES

Computer Skills:

Microsoft Office (Word, Excel, Office, PowerPoint, Outlook)

Certificates:

Completed Licentiate & Associate of III

EDUCATIONAL QUALIFICATION

Degree University Board Year

LLB Maharaja Vinayak Global University, Jaipur Pursuing

Associate Indian Institute of Insurance III 2017

Licentiate Indian Institute of Insurance III 2016

B.Sc.

Fashion

Design

International Institute of Fashion Designing (INIFD),

Indore

Annamalai

University,

Chennai

2008

HSC (XII) Vidyamandir Girls School, Kota RBSC 2004

SSC (X) Vidyamandir Girls School, Kota RBSC 2002

PERSONAL COMPETENCIES

Ability to work in a fast-paced environment with tight deadlines

Excellent oral and written correspondence with an exceptional attention to detail

Highly organised with a creative flair for project work

Proficient in working on Microsoft Office tools such as Excel and Power point.

Flexible and versatile and able to adapt to any new environment and work on any project

Extremely productive both as a team player as well as an individual

Excellent people management skills, analytical abilities and detail oriented.