

ALAKNANDA ZAVERI

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PERSONAL PROFILE:

Date of Birth : 12th November, 1989

Father Name : Mr. BhadreshBhai Zaveri

Personal Interests : Being in silence with myself, exploring life and nature, road trips, Listening to motivational and inspirational, Spiritual speakers, Listening all kind of Music.

EDUCATIONAL QUALIFICATION:

B.com cleared with first class in 2010 from Sahjanand Vanijya Vidhyalay of Commerce from Gujarat University.

KEY SKILLS :

One to one coaching, consulting, counseling, Leadership training, Sales training, Administrative work, Management power, Target oriented.

CORE AREAS :

Time management, team management, Goal setting, Overcome limiting beliefs, Habits, Learning and success from failures, Leadership skills, and Sales skills

PROFILE AS Sr CORPORATE ACCOUNT MANAGER

JULY '21 – Till Date

Company Name : TATA AIA LIFE INSURANCE LTD

KEY RESPONSIBILITIES:

- Generate new business and lead from walking customer.
- Daily Reporting to the Branch manager
- Give service of basic banking, help in investment,.
- Up to end online or offline process of service & login business in system.
- Give joint call support to the colleagues & new joiner.
- Achieve individual and cluster target regularly month on month
- Meeting maximum number of customers walking and some time field visit too.

PROFILE AS Assistant Manager

May '19 – June '21

Company Name : Max Life Insurance Co. Ltd

KEY RESPONSIBILITIES:

- Handle walking Customer to the branch resolve their query and concern regarding existing policy. Generate a new business from those customers. Service to sales department. (S2S department)
- Daily Reporting to the Branch manager
- Give all the detail to the customers of existing policy and then up sale-cross sale according to their need.
- Up to end online or offline process of service & login business in system.
- Give joint call support to the colleagues & new joiner.
- Achieve individual and cluster target regularly month on month
- Meeting maximum number of customers walking and some time field visit too.

PROFILE AS SALES MANAGER

Aug '17 – Apr'19

Company Name : Sarvatra Infracon Pvt Ltd

KEY RESPONSIBILITIES:

- Selling and promotion of our project of Heritage Hills
- Work with programming, marketing and events teams to execute invitations, events and messaging to drive interest in joining the membership for Club.

- Monitor new requests, identify potential future members, provide report on prospects, and achieve set targets for acquisition and retention member growth.
- Overseas membership and partnership development, contracts, and execution to achieve all pre-set sales goals.
- Responds in a timely manner to incoming email and phone member inquiries and concerns

PROFILE AS A COMMUNICATION OFFICER

Feb' 14 – July'17

Company Name : Ankit Logistics (Reliance Fibers Ltd)

KEY RESPONSIBILITIES:

- Communicate and liaise with UK office, staff & management on a daily basis & follow reporting & communication protocols.
- Deal directly with customers by telephone, electronically.
- Respond promptly to customer inquiries.
- Handle and resolve customer problems and complaints by communications by email or by telephone
- Keep records of customer, inquiries, interactions and transactions & complaints.
- Prepare and distribute customer activity reports
- Handle all shipping line & logistics issues in India, including liaising with shipping lines in India, handling free time, detention & demur rage issues.
- Provide feedback and report on performance on weekly and monthly basis
- Manage, Populate & take charge of our website & external communication.
- Manage administration of the India office as a subordinate to GM operations

PROFILE AS A HR, Admin, Taking care of seminar, Marketing, PA (Multi Task) **November' 11 – December'13**

Company Name : Eastern Markets Pvt Ltd (MNC)

KEY RESPONSIBILITIES:

- Taking care of Office maintenance & miscellaneous related activities
- Update Reports in website (Forex Report)
- Internal recruitment of employees.
- Maintain CRM and daily Sales/work Report of all employees
- To do Calling to generate business from potential clients
- Take follow ups from potential/existing clients and try to convince potential clients for business.
- Maintain all important documents, Bills, client data sheets, attendance Sheet.

- Provides management direction and counseling as needed

PROFESSIONAL & PERSONAL STRENGTH

Interpersonal Skill, Convincing Ability, Listening Skill, Visualization, Time Management & Data Management, Team Building & Synergy, Persistency, Efficiency, sincerity and passion for business development and training...

LANGUAGE PROFFICIENCY:

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Gujarati	Yes	Yes	Yes

Place: Ahmedabad

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