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| **MANOTOSH KARMAKAR Contact: Mob:+91-7980262564**  **15TH BYE LANE, :+91-7050840585**  **S.V.ROAD.SARDAR PARA. E-mail:mantosh555@gmail.com**  **BIRATI.KOLKATA. W.B.**  **PIN: 700 051.** |

**CURRICULAM-VITAE**

# VISION & OBJECTIVE :

**Seeking for career oriented position in progressive organization, where there is scope for demonstration, always on a look out for a positive & bigger outlook, Sets levels and standards that exceed expectations and enable to make a significant contribution company’s goal.**

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| PROFESSIONAL PROFILE : |

**1. A keen analyst with good communication, negotiation and relationship management skills and abilities in liaising with Corporate organizations and other external agencies.**

**2. Exposure in the Business Research Analysis and successful completion of related projects**

**3. Excellent analytical skills and ability to handle new business assignments and meet deadlines.**

**4. Quick learner, possessing leadership qualities.**

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| **CAREER SUMMARY :** |

#### APRIL'16 Onwards

1. **BRANCH HEAD (Asst.Mng.) :Branch supervision & Sales team co ordination at Branch level)**

**SARADA Insurance consultancy Pvt. Ltd. [ Corporate Channel of Life insurance corporation of India]**

**APRIL -2016 ONWARDS.**

* **JOB RESPONSIBILITIES:-**

**Preparation of financial data at branch level.**

**Looking after Life products For sales team.**

**Generating business efficiently from the leads assigned.**

**Co-ordination with the sales team persons to the day-to-day activity.**

**Maintaining customer relationship with the clients and meeting their requirements**

**Preparation of financial data at branch level.**

**Looking after Life, Non-life and Health insurance products For sales team.**

**Generating business efficiently from the leads assigned.**

**Co-ordination with the sales team persons to the day-to-day activity.**

**Maintaining customer relationship with the clients and meeting their requirements**

**Preparation of reports on various customer care functional aspects such as query and complaint management.**

***Handling the complaints and grievances of the customer on regular basis.***

**APR 2009 TO MARCH-2016.**

**BRANCH HEAD (Asst.Mng.) : Branch supervision & Sales team co ordination at Branch level.**

**HISL [ Corporate Channel of Reliance Life insurance co. ltd]**

**MAR 2004- TILL MAR 2009**

**BRANCH HEAD (Branch Mana**

**AISL [ Corporate Channel of MAX NEWYORK Life insurance co. ltd]**

**ger) Branch supervision & Sales team co ordination at Branch level.**

**FEB 2001 TO FEB 2004 :**

**Junior Manager ( Jr. Mng.): stared as junior manager in GTFS.**

* **JOB RESPONSIBILITIES:-**

1. **Entire branch operation supervision after training provided .**
2. **Looking after ( cash/ cheque/ draft ) counter receiving process & CMS handover.**
3. **Data analysis, maintaining of BRS and excel sheets etc.**
4. **Handling the grievances and complains of customer.**

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| **Academics :** |

**EDUCATION AND QUALIFICATIONS :**

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| Exam Passed | Board | School/ Institute | Year of Passing | Marks (%) |
| M .COM. | Calcutta University , | **Calcutta University** | 2000 | 54.90% |
| B. Com | Calcutta University , | **Goenka College of commerce,W.B.** | 1998 | 60.10% |
| Higher Secondary | W.B.C.H.S.E | **Birati High School.Kolkata** | 1995 | 60.4% |
| Madhyamik | W.B.B.S.E | **Birati High School.Kolkata** | 1993 | 64.4% |

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| **Professional Qualification :** |

**1.SUCCESSFULLY NSEIT EXAM passed with 70% marks , IN SEPTEMBER 2016.**

**2. Passed with 74% marks EXAM conducted by I.I.I [IRDA Specified person , LIFE INSURANCE / SP FOR RLIC ].**

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| **Personal Information :** |

# Sex : Male

**Marital Status : Married**

# Date of Birth : 01.01.1977

# Nationality : Indian

# Health : Good.

**Hobby: : Reading ,Travelling.**

**Relocate : Willingness both Domestic and International.**

**Address : S/O : ABHA KARMAKAR.**

**15TH Bye Lane. S V Road. Birati. Kolkata: 700 051.**

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| **Declaration:** |

**I hereby do declare that all the statement made hereby me are complete and true to the best of my knowledge and that I shall produce original documents, supporting my statements whenever asked for.**

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**Signature of applicant**

**Place: RANCHI, Jharkhand.**

**Dated:**