**Y. MADHAVI**

**Mobile : 8097403371** **Mail ID**[:madhuy594@gmail.com](mailto::%20madhuy594@gmail.com)

**Career Objective**

To work for an organization this will provide me opportunities to improve my skills and knowledge hereby enabling me to grow along with the organization objective.

**Personal Qualities**

Highly motivated and eager to learn newthings

* Strong motivational and leadershipskills
* Excellence communication skills in written and verbalboth
* Ability to produce best result in pressuresituation
* Disciplined and hardworker
* Always willing to innovate the new things which can improve the existingtechnology

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Institution** | **Board Of Study** | **Percentage** | **Year of Passing** |
| Marg regorioscollege , Chennai | B.CA | 81% | 2008-2011 |
| Lady WillingonHr.Sec.School | HSC | 66% | 2006-2008 |
| Lady WillingdongHr Sec School | SSLC | 60% | 1. – 2006 |

**Technical Skills**

MSOffice

* + Data analysis with MSexcel
  + Strong communication and presentationskills

**Strengths**

* + Work with positive attitude to contribute the healthy functioning of theorganization
  + Self-confident withpatience
  + Adaptability to changeenvironment
  + Punctuality
  + Enjoy Working with people-build strong relationship easily
  + Friendly and engaging personality

**Work Experience:-**

**Executive–Banca sales Manager**

**ICICI LOMBARD General Insurance Company Limited  *Jan 10th 2021-till now***

**ProfileResponsibilities**

**Bancachannel(HDFC bank):**

* *Handling personal loans ,Business loans and cattle insurance*
* *Follow up new business and renewals of existing business*
* *GMC,GPA,WC,Motor,Individual Health,Personal Accident*
* *Preparation of Closing Slip and quotes for motor and non-motor business*
* *Cross-sell the products to existing and new customer depends on size of loan or account*
* *Maintain close relationships to banca staff*

**Policy level responsibilities**

* *Held Cover Letter Preparation*
* *InvoicePreparation*
* *EReceipting*
* *Endorsement*
* *Preparationofannexure*
* *Coordinating Risk Inspection*
* *InwardandSourcingMaintenance*
* *Visisting DSA’S and branches of BDR(branch banking team)*
* *Contacting Banca Staff for existing renewals and fresh business*

**Senior Executive–Banca sales Manager**

**Chola MS General Insurance Company Limited *19th Oct 2019-Jan 10th 2021***

**Profile Responsibilities**

**Banca channel(PSB Banks):**

* Sourcing of new business
* *Follow up new business and renewals of existing business*
* *GMC,GPA,WC,Motor,Individual Health,Personal Accident*
* *Preparation of Closing Slip and quotes for motor and non motor business*
* *Cross sell the products to existing and new customer depends on size of loan or account*
* *Maintain close relationships to banca staff*

**Policy level responsibilities**

* *Held Cover Letter Preparation*
* *Invoice Preparation*
* *EReceipting*
* *Endorsement*
* *Preparation of annexure*
* *Coordinating Risk Inspection*
* *Inward and Sourcing Maintenance*
* *Sending Renewal Notice to Brokers*
* *Contacting Banca Stafff or existing renewals and fresh business*

**Sales Manager–Banca sales Manager**

**Bajaj Allianz General Insurance Company Limited  *1st Oct 2018-4th Sep 2019***

**Profile Responsibilities**

**Banca channel(Vijaya bank & Central Bank of India):**

* *Handling SME loans*
* *Follow up new business and renewals of existing business*
* *GMC,GPA,WC,Motor,Individual Health,Personal Accident*
* *Preparation of Closing Slip and quotes for motor and non-motor business*
* *Cross-sell the products to existing and new customer depends on size of loan or account*
* *Maintain close relationships to banca staff*

**Policy level responsibilities**

* *Held Cover Letter Preparation*
* *Invoice Preparation*
* *EReceipting*
* *Endorsement*
* *Preparation of annexure*
* *Coordinating Risk Inspection*
* *Contacting Banca Staff for existing renewals and fresh business*

**Executive–Banca sales Manager**

**Bharti Axa General Insurance Company Limited  *10th May 2017-30th Sep 2018***

**ProfileResponsibilities**

**Bancachannel(HDFC bank):**

* *Handling EEG , BBG and ECG insurance*
* *Follow up new business and renewals of existing business*
* *GMC,GPA,WC,Motor,Individual Health,Personal Accident*
* *Preparation of Closing Slip and quotes for motor and non-motor business*
* *Cross-sell the products to existing and new customer depends on size of loan or account*
* *Maintain close relationships to banca staff*

**Policy level responsibilities**

* *Held Cover Letter Preparation*
* *Invoice Preparation*
* *EReceipting*
* *Endorsement*
* *Preparation of annexure*
* *Coordinating Risk Inspection*
* *Inward and Sourcing Maintenance*
* *Visiting DSA’S and branches of BDR(branch banking team)*
* *Contacting Banca Staff for existing renewals and fresh business*

**Executive–Renewals and Sales channel**

**Bajaj Allianz General Insurance Company Limited *1st Apr 2015 – 5th Jul 2016***

**Profile Responsibilities**

* **Preparation of quotes and renewals:** 
  + *GMC , GPA, WC, Motor, Individual Health, Personal Accident*
  + *Preparation of quotes and follow up the customer data*
  + *Handling Multiline and banca channel database*
  + *Putting the quotations*
  + *Given the quotations to Motor and non motor*
* **Policy level responsibilities**
* *Held Cover Letter Preparation*
* *Invoice Preparation*
* *E Receipting*
* *Endorsement*
* *Preparation of annexure*
* *coordinating Risk Inspection*
* *Inward and Sourcing Maintenance*
* *Brokerage Statement Maintenance*
* *Sending Renewal Notice to Brokers*
* *Contacting Brokers*
* *Collecting a Cheque from brokers*
* *AML Maintenance*

**Associate – Retail Sales channel**

**Chola MS General Insurance company Ltd**  1st ***Mar 2014 –20thApr2015***

**Profile Responsibilities**

* **Preparation of quotes:**
* *GMC , GPA, WC, Motor, Individual Health, Personal Accident*
* *Preparation of Closing Slip*
* **Policy level responsibilities**
  + *Held Cover Letter Preparation*
  + *Invoice Preparation*
  + *E Receipting*
  + *Endorsement*
  + *Preparation of annexure*
  + *coordinating Risk Inspection*
  + *Inward and Sourcing Maintenance*
  + *Brokerage Statement Maintenance*
  + *Sending Renewal Notice to existing customers*
  + *Contacting Brokers*
  + *Collecting a Cheque from banca and brokers team*

**Associate – Retail Sales channel**

**WNS Global Services Pvt Ltd** 1st ***Oct 2012 –20t Sep2013***

**Profile Responsibilities**

* + *Answered approximately [50] calls per day for Aircel Customer care.*
  + *Answered customers' questions about services and products offered at Aircel postpaid Customers.*
  + *Monitored monthly customer service metrics for each customer service associate.*
  + *Recorded details of all inquiries, complaints and comments.*
  + *Communicated store policy violations to the leadership team in a timely manner.*
  + *Worked as team member, performing cashier duties, product assistance and cleaning.*

**Follow up activities**

* *Sending Postpaid bills through customer mail and published addresses*
* *Contacting Brokers*
* *Collecting a Cheque from customers*
* *Maintaining TAT and quality of calls*

**Associate –Retail Sales channel**

**Consim Info Pvt Ltd (Bharat Matrimony)**  20th ***July 2011 –30th Sep2012***

**Profile Responsibilities**

* *Working as customer relationship executive to maintain the business activities and maintain the target sheet for month wise*
* *Handling customer queries and solve the issue*
* *Sale the product and given training to employees*
* *Handling Retail business and achieving the targets*

**Participations & Achievements**

**Participations & Achievements**

* Presented a paper on “Cyber Crime” in inter departmentalcompetition
* Convener for “Industrial Visit forISRO”
* Student representative in college Third year

**Personal Details:**

**Date of DOB : :24-**07-1990

**Father’s Name** : Y.Maliyadhri

**Language Known :** Telugu , Tamiland English

**Declaration:**

I hereby declare the above information is truly for my best knowledge and beliefs.

**Place**:Chennai Your Sincerely

Date: **Y.Madhavi**