

SHRUTI KULKARNI

Present Address: Flat 7, Haridwar Apt, Nr. Kadam Dairy, Jai Bhavani Road, Nashik – 422101

Email: shruti_joshi1989@yahoo.com

Contact No: 7977124200 / 7415860587

To be recognized and acknowledged for my hard work and diligence at accomplishing the tasks assigned to me completely.

EXPERIENCE

HDFC LIFE - SALES DEVELOPMENT MANAGER (BANCASSURANCE)

01/07/2019 – TILL DATE

- Building and maintaining excellent relationship with the partner bank officials at the branch level
- Promoting sales and achieving targets set by the company in respect of new business, renewal persistency and promoting company's brand image with the given branches
- Providing timely support and services to the branch customers
- Arranging proper documentation of the customers and verifying the same, also minimizing the TAT for policy issuance
- To arrange pre-insurance medical for the customers
- Keeping records of daily activities viz: Lead generation, closure & policy issuance

ADITYA BIRLA HEALTH INSURANCE - SALES EXECUTIVE

06/10/2017 – 18/10/2018

- Contact potential or existing customers to inform them about a product
- Answer questions about products or the company
- Ask questions to understand customer requirements and close sales
- Enter and update customer information in the database
- Take and process orders in an accurate manner
- Handle grievances to preserve the company's reputation
- Go the "extra mile" to meet sales quota and facilitate future sales

- Keep records of calls and sales and note useful information

CAPITAL VIA GLOBAL RESEARCH LIMITED - BUSINESS ANALYST [CONSULTING]

23/07/2014 – 30/09/2015

- Consulting about shares with the clients
- Managing important clients/client relationships which are spread across India
- To advise about leading shares and commodities to the clients
- To look after the intraday trading for clients (portfolio management)
- Creating new client portfolios via intranet site and phone calls
- To train the new candidates regarding the overall process
- Ensure Query Management and knowledge transfer within the team
- Implement best practice sharing in team
- Coordinating with the team member across process & also within different departments for smooth flow of business

SEHORE COLLEGE - ADMISSION COUNCELLOR

01/04/2011 – 15/08/2012

- To recruit the students by developing alumni network
- Evaluating recruiting techniques and materials
- Assist student with admission process and paperwork
- To carry out HR administration duties, dealing with new staff applications, issuing contracts, requesting references
- To keep the HR database & related documents up to date
- To send out information and liaise with prospective staff on request

EDUCATION

- I. 2012 MBA (**Human Resources & International Business**): From Sri. Satya Sai Institute of Science and Technology, Sehore (Bhopal University). Madhya Pradesh.
Secured 64.60%.

- II. 2010 B.Com (**Computer**): From Govt. Girls College, Sehore. (Bhopal University).Madhya Pradesh. Secured 61.33%.
- III. 2007 H.S.C: From Radha Krishna Modi Saraswati Vidya Mandir Sehore. Madhya Pradesh Board. Secured 73.55%.
- IV. 2005 S.S.C: From Radha Krishna Modi Saraswati Vidya Mandir Sehore. Madhya Pradesh Board. Secured 64.55%.

TECHINAL SKILLS

- Basic Computer Usage in Windows Operating System
- Familiar with Microsoft Office 2003 and 2007

LANGUAGES KNOWN

English, Marathi, Hindi.

PERSONAL SKILLS

- Fluent English.
- Good Interpersonal Skill.
- Ethical Behavior.
- Responsibility & Loyalty.

PERSONAL DETAILS

- Date of Birth: 04th December 1989.
- Marital Status: Married.
- Nationality: Indian.

The information mentioned above is true to the best of my knowledge. All the necessary documents can be furnished upon requests.

Place: Nashik

Date:

Shruti Kulkarni