

# **RESUME**

**Chandrakant Arjun Kharmate**

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## **Objective**

To have challenging career where I can contribute my knowledge and Skills effectively for growth of the organization and my professional career.

## **Work Experience –**

**1. IDFC FIRST BANK** July, 2018 to April 2019.

### **Responsibilities-**

- Oversee account opening, account closing, and product sales activities.
- Review loan application, approve or disapprove loans, and communicate loan decisions to customers.
- Check assigned front office transactions.
- Prepare periodical MIS and submit to concerned units.
- Ensure all operational duties such as cash advances and official checks verification are completed on a daily basis
- Build positive working relationship with existing customers for repeat businesses.
- Make follow-up calls with customers and close all pending items.
- Maintain customer accounts, make sales calls to customers and identify cross-sell opportunities.
- Work with management to develop customer retention and outreach strategies.
- Maintain up-to-date knowledge about bank products and services.
- Work in compliance with bank policies and procedures
- Counseling customers on banking products and services
- Communicate to Front Office and update department management of branch operations and status.

## **Work Experience –**

### **2. Birla Sun life Insurance Co. Ltd** June, 2015 to june2018.

#### **Responsibilities-**

- with Branch Operations in order to ensure timely processing of policy/application forms
- Daily Tracker Handling insurance seals in direct Marketing channel.
- Maintain dally activated for seals and marketing each and every month target achieve
- Brand Premonition
- Service leads provided through different sources.
- Sales and marketing tale com
- Maintain Retail out working with seals executive
- Handling team

### **3. Kotak Life Insurance** July 2014 to June 2015

#### **Responsibilities-**

- Proactively ensure performance review by submitting various sales reports as per agreed frequencies in order to ensure performance targets are achieved & exceeded, ensure meetings with manager to agree on targets & to review performance. Use these forums to discuss issues of business development.
- Build long term relationship with the bank staff & clients by responding appropriately to all bank/client queries either directly received or forwarded by the service company
- Support other Relationship Managers and the bank sales team where requested by the sales manager by coaching them in company knowledge, products, services & selling skills, accompanying them on client visits & modeling relevant behavior.

### **4. AVIVA INDIA LIFE Insurance Company** Dec 2012 to June 2014

#### **Responsibilities-**

- with Branch Operations in order to ensure timely processing of policy/application forms
- Daily Tracker Handling insurance seals in direct Marketing channel.
- Maintain dally activated for seals and marketing each and every month target achieve
- Brand Premonition
- Generate leads through references/activities (schools/apartments/corporate etc).
- Service leads provided through different sources.
- Sales and marketing tale com
- Maintain Retail out working with seals executive
- Handling
- vincing them. Coordinate
- reporting
- Handling team also.

### **Educational Qualification**

- 1) SSC : 72.93% : Mar-2003 : M.S.V.Enkul tal-Khatav,Dist-Satara
- 2) HSC : 50.17% : Feb-2006 : Dahiwadi College Dahiwadi Dist-Satara
- 3) Bachler of Arts : 63.08% : Dahiwadi College Dahiwadi Dist-Satara
- 4) MBA : Y.C.M.O.U.: Nashik

### **Technical Skills-**

**Office Tools** : MS/Outlook/excel/Word/Power point.

### **Personal Profile:**

Name	:	Chandrakant Arjun Kharmate
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Permanent Address	:	A/P- Enkul, Taluka-Khatav, District- Satara (M.H), 415507
Phone No	:	9970036310
Date of Birth	:	02/06/1987

### **Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**PLACE-** Pune

**Date :-** 27/072019

**Chandrakant.A.Kharmate**