

## CURRICULUM VITAE



**NAVAJEEVAN KUMAR M**

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### CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

**Holding 4+ years' experience in Customer Support, Agent handling & Client relationship (Inbound & Outbound)**

### EDUCATIONAL QUALIFICATION:

Course	Institution	University/Board	Year of Passing	Score
B.Sc. Applied Science	PSG College of Technology.	Autonomous	2011-2014	6.1
HSLC	Velammal Matric Higher Secondary School.	State Board	2011	76.4%
SSLC	Velammal Matric Higher Secondary School.	Matric	2009	65.6%

### TECHNICAL SKILLS:

- Packages: Microsoft Office, Adobe Photoshop.
- Operating System: Windows 98, XP, 2007, 8, 8.1, till recent upgraded Windows 10.

### SKILL SETS:

- Inbound & Outbound (Sales and Service)
- Handling mails escalation
- Customer support & Agent handling
- Good Communication & Negotiation.

**PERSONAL STRENGTH:**

- Adaptability
- Good Team Leader

**LANGUAGES KNOWN:**

- To Write: English, Hindi and Sanskrit
- To Speak: English, Tamil and Hindi
- To Read: English, Tamil, Hindi and Sanskrit

**WORKING EXPERIENCE (4+years):**

**Wirecard Technology Pvt., Ltd.**, as a **Telesale Executive** from June'16 to June'17 and as a **Sr. Executive Insurance** from June'17 and till now.

- Taking care of Inbound & Outbound calls of Customers and Vendors.
- Handling products of general insurance and online sales.
- Exclusively interact Clients – **Bajaj Allianz, General Insurance, Royal Sundaram General Insurance, Reliance General Insurance and Iffco Tokio General Insurance.**
- Meet Daily and Monthly target at given time frame.

**AWARDS AND REWARDS:**

- Have been awarded thrice as **Best Monthly Performer in Sales.**
- Have been awarded thrice as **Business Topper in General Insurance Business.**
- Have been rewarded with cash voucher of Rs.2500 from Iffco Tokio General Insurance

**AREA OF INTEREST:**

- Data Science.
- Travelling & Explore places.
- Social Activities.

**PERSONAL PROFILE:**

**Father's Name:** L Markantaiyan.

**Date of Birth:** 26.12.1993.

**Sex:** Male

**Blood Group:** O+ve

**Nationality:** Indian

**Address:** no.43/5,9<sup>th</sup> Street, Sakthi flats, North Jagantha Nagar, Villivakkam, Chennai-600049.

**DECLARATION:**

I hereby declare that the above-mentioned information are true and best to my knowledge.

Place: Chennai



M.Navajeevan Kumar.