#### CURRICULUM VITAE

**Varun Sharma**

**#201, Poseidon Annex**

**1-18-5, Motoasakusa,**

**Tokyo, Japan.**

**1110041**

**E-mail:** sharmavarun86@yahoo.com

## OBJECTIVE:

To seek a suitable position in Marketing for career development and associating with an organization that provides an ambiance for learning and professional growth.

**KEY SKILLS:**

Having experience in Marketing, Operations and Sales in different sectors which I use for better productivity of resources. Promote business through structured and unstructured speaking presentations. Present and expedite solutions to business communications / operations problems. Utilize intermediate knowledge of English, Hindi, Punjabi and Japanese

**ACADEMIC QUALIFICATION:**

* Bachelor of Arts in Advertisement and Sales, Psychology and Economics from Panjab University, Chandigarh. April 2007
* One year Professional course in Computer Operator Programming Assistant from ITI, Chandigarh 2004.
* XIIth, C.B.S.E., Chandigarh. May 2003

## WORK EXPERIENCE:

## Raghav Gems Co. Ltd ( Jewellry, Color Gems and Stones- Tokyo-Japan)

## Currently working with Raghav Gems as Sales and Marketing Executive in Tokyo Japan. We do participate in Events and Exhibitions in Japan’s major Cities like Tokyo, Osaka, Kyoto, Yokohama and Kobe. Having the experience in Marketing, Operations and Sales in different sectors which I use for better productivity of resources. Working from 21.08.2015 to till date.

## Videocon Industries (Consumer Electronics)

## Worked with Videocon Industries, taking care of entire Rajasthan (Two branches Jaipur and Jodhpur) as BME. From 03.06.2014 to 20.06.2015 date.

## Taking care of Rajasthan Marketing

## Sales Target through In Shop Demonstrator

## Dealer Meet

## In Shop Branding

## GSB Deployment

## Events and Activities

## POSM

## In Shop Demonstrator (To get the sales target done with assigned stores)

## Samsung Electronics (Mobiles)

## Samsung Electronics at Jammu in HHP (Mobiles) as a RMO from 10.2.2014 to 1.06.2014

## Taking care of J&K Marketing

## Market Storming

## Dealer Meet

## GSB Deployment

## Events and Activities

## POSM

## SBI Life

## Panchkula as Executive Operations in MPC (Mini Processing Centre) from 22.12.2012 to 8.02.2014 .

## Major Responsibilities for all Channels (Banca SBI and SBOP, Broker and Tied Agency):-

## Cross selling and counter sales of Insurance Products

## Seasonal and Festival functions for branch

## Branch Events

## Reward Function for Agents and Employees

## Agent Meets

## Administration

## Vendor dealing

## Underwriting

## Policy Servicing

## Renewal Collection

## Max Life Ins. Co. (Jan-2010)

## Worked with Max Life Insurance Co. Ltd. As a Service Delivery Executive from 4.01.2010 to 21.12.2012.

## Being looking for 5 Branches for the following functions.

## Work Responsibilities:-

## Cross selling and counter sales of Insurance Products

## Agent Recruitment

## Exam Scheduling of Agents

## Arrange agents Training schedule

## Licensing of Agent

## Fresh Agent forms uploading on direct IRDA Portal

## Maintaining all records of agents business and performance

## Rewards and Gifts of agents

## Ensuring Daily check and upkeep of office facilities.

* Targeted to provide cost effective & hygienic facilities to both external as well as Internal customers.
* Ensuring 100% banking of Premium Cash & cheque on daily basis.
* New Business Log in.
* Basic Underwriting of proposal form.
* Renewal collection
* Handling for 5 branches policy issuance.

## Future Generali India Life Ins. Co. ltd. (Oct-2008)

## BOE (Branch Operations Executive), from 6 Oct. 2008 to 31 Dec. 2009 in Future Generali India Life Insurance Co Ltd.

## Major Responsibilities:-

## Basic Underwriting

## Financial Underwriting

## Quality Checking of policies

## Banking

## Claim Intimation to HO

## Follow up with HUB regarding policy issuance

## Chq bouncing letter dispatch

## Renewal collection of laps polices

## Flash Daily basic MIS to zonal coordinator, Regional Manager, ROM, and BM with all local branch sales team.

## Amin. Handling in Branch.

## IDBI Bank (June-2007)

## Collection Coordinator, IDBI Bank Ltd., Chandigarh, from June 07, to 1 Oct 2008.

Major Responsibilities:-

* NPA Management
* To deal with the Customer
* To prepare MIS
* Co-ordinate with Collection Manager

## STRENGTHS:

    Self Confidence

    Highly Optimistic

    Keen Observer

    Ability to Quickly Grasp New Concepts

## HOBBIES:

Traveling, Listen to Music, Communicating with people

## Personal Profile:

|  |  |  |
| --- | --- | --- |
| Gender | : | Male |
| Date of Birth | : | September 15, 1986. |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi, Punjabi and Japanese(Speaking only) |
| Nationality | : | Indian |
| Father’s Name | : | Sh Satya Narayan Sharma |

(Varun Sharma)