

Curriculum Vitae

Vishal Sharma

Local Address:

House No. C-201, Chandrapuri colony,
Near Dholipyau, Mathura.

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+91-9368662056

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CAREER OBJECTIVE:-

I am hard working person with a positive attitude towards the life, always keep learning more and new technology. Looking forward for the right opportunity to prove my self for the organization, through my technical skills and ability. I am ready to accept the challengers entrusted upon me to achieve the organization goals.

PROFESSIONAL EXPERIENCE:-

Chola Mandlam Finance Pvt Ltd:-

Aug - 2018 to Till date

Sr. Executive

- Responsible for all Cash and cheque of Customer and Dealers.
- Responsible for all sales files check and punch with in TAT.
- Responsible for all Operation quires and disbursal and processing Customer and Dealers payment At Mathura Branch.
- Manage the 100 % Branch TAT.

HDFC Standard Life Insurance Company Limited:-

August 2014 – Aug 2018

Sr. Associate Customer Relations

- Delivering high standards of client service, at the same time ensuring that all internal and external standards requirements are met. Ensuring all customer queries are resolved before it gets escalated to higher management. Ensuring all data to be called over under Lapsation as per agreed timeline and persistency and Login target complete month on month.
- Ensuring all claims to be settled within agreed timeline. Perform quality checks to ensure that defined guideline is adhered. Support in preparing of MIS required for management decision making.
- Always ready to heandle any extra responsibility given by DM or ROM. Week wise planing to achieve the KPI base target like New Business, Revival, Aversion, etc.

Telenor Pvt Ltd:-

Dec-12 to Aug-14

CAF Activation Officer

- Responsible for calling the distributor to inform about new guidelines.
- CAP reports and Operation Quires management (Agra) zone i.e. (Barring & unbarring queries, etc).
- Daily bases reporting against CAP collection from distributors.

Chola Mandlam Finance Pvt Ltd:-

October - 11 to Dec-12

Branch Operation Executive

- Responsible for all Cash and cheque of Customer and Dealers.
- Responsible for all sales files check and punch with in TAT.
- Responsible for all Operation quires and disbursal and processing Customer and Dealers payment At Mathura Branch.
- Manage the 100 % Branch TAT.

Management Advisory & Development Service Pvt. Ltd:-

4 Year Experience

SEF and MEF Auditor – Airtel and MTS Co.

- Responsible for calling the distributors franchise & ARC to inform about new guidelines.
- SEF reports and Operation Quires management (Agra & Aligarh) zone i.e.(Barring & unbarring queries, etc).
- Daily bases reporting against APEF collection from distributors.

EDUCATION QUALIFICATION:-

- Graduation from Agra University.
- M.B.A. From Vinayaka University (Directorate of Distance Education, Tamilnadu).

PROFESSIONAL QUALIFICATION:-

- MS-Office, Internet
- DTP (DESKTOP PUBLICATION)

PERSONAL DETAIL:-

Father's Name	:	Shri Narendra Sharma
Date Of Birth	:	12 th July 1984.
Martial Status	:	Married
Strength	:	Confident, Good Communication Skills Innovative Ideas & Always to Learn More n More.
Hobbies	:	Learn Computer, Net Surfing, Listening Music,

PERSONALITY TRAITS:-

- Responsible and self motivated.
- Can work in a team as well as alone.
- Work hard and have faith in God.

Declaration: -

I hereby declare that the facts stated above are authentic and true to best of my knowledge.

Date :

Place: Agra

(vishal sharma)