

# NAIM TURUP

Pune Maharashtra | +91 7030365695 | dbznaim@gmail.com

## SUMMARY

Results-oriented individual with a passion for continuous learning and innovation. Known for leveraging analytical thinking and creativity to solve problems and deliver high-impact solutions in fast-paced environments.

## SKILLS

- Customer service
- Time management
- Sales
- Communication skills
- Computer literacy
- Teamwork and collaboration

## EXPERIENCE

10/2023 - Current

### Senior Service Advisor

**Winnay Immigration And Education Services Ltd.** - Pune, Maharashtra

- Advised clients on visa eligibility with thorough assessments of their unique situations
- Developed strong relationships with clients, resulting in repeat increased business and referrals
- Worked on all types of visa products including Visitors Visa, Permanent Residency, Job Seeker Visa, IELTS/PTE Coaching
- Organized seminars/events on immigration topics related to migration trends at branch, provided valuable information to clients
- Collaborated with legal teams to ensure compliance with immigration rules and regulations during application preparation
- Resolved client concerns through effective communication and problem solving skills, fostering trust and confidence in our services
- Contributed to a positive work environment through effective communication and teamwork among colleagues

08/2022 - 06/2023

### Sr. Immigration Consultant

**Y-Axis Overseas Careers** - Pune, Maharashtra

- Explained to clients about Visa rules and regulations, eligibility criteria's, process timeline, expenses over calls, zoom meetings and face to face walk-ins
- Worked on all types of visa products including Visitors Visa, Permanent Residency, Job Seeker Visa, IELTS/PTE Coaching
- Enhanced client satisfaction by providing personalized immigration consultation and guidance
- Maintained up-to-date knowledge of immigration laws and policies to provide accurate advice to clients
- Mentored junior staff members, sharing expertise and fostering a supportive work environment
- Resolved client concerns through effective communication and problem solving skills, fostering trust and confidence in our services

12/2021 - 07/2022

**Telesales Representative**

**Sanket Awate Fintech Pvt. Ltd** - Kolhapur, Maharashtra

- Opening D-mat accounts of clients into multiple brokers like IIFL securities, Angel Broking, Upstock, Stoxkart
- Providing accurate investment advice to clients
- Selling Multiple third party products including Mutual Funds, Insurance
- Involved in handling the portfolio management and advisory services
- Basic understanding of Future and Options market
- Manage and execute stock trades on behalf of clients
- Handle client inquiries and resolve any issues or concerns promptly

08/2019 - 03/2021

**Relationship Manager**

**Angel Broking Private Limited** - Mumbai, Maharashtra

- Onboarding New HNI and Ultra HNI clients
- Involved in handling the portfolio management and advisory services
- Opening D-mat accounts of clients and generate brokerage
- Experience in selling mutual funds, third party and structured products
- Basic understanding of Future and Options market
- Manage and execute stock trades on behalf of clients
- Handle client inquiries and resolve any issues or concerns promptly

09/2017 - 07/2019

**Financial Advisor**

**India Infoline Ltd IIFL** - Thane, Maharashtra

- Sales-driven mindset with a track record of meeting targets
- Onboarding New HNI and Ultra HNI clients
- Involved in handling the portfolio management and advisory services
- Opening D-mat accounts of clients and generate brokerage
- Experience in selling mutual funds, third party and structured products
- Basic understanding of Future and Options market
- Manage and execute stock trades on behalf of clients
- Handle client inquiries and resolve any issues or concerns promptly

**EDUCATION AND TRAINING**

06/2016

**BBA**

**Intellectual Institute of Management & Technology**

04/2013

**HSC**

**Swami Vivekanand College** - Kolhapur, Maharashtra

04/2011

**SSC**

**Deshbhooshan High School Kolhapur** - Kolhapur, Maharashtra

**PERSONAL INFORMATION**

Date of Birth : 22/12/1995

Hometown : Kolhapur, Maharashtra

Present City : Pune, Maharashtra