

Curriculum vitae

Name- Om Prakash Mishra
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Carrier objective

To work in an environment where one is given a chance, To prove one's ability and provide an opportunity to grow with the company. I wish to establish myself by gaining work experience in a firm, which offers a healthy and challenging environment to develop my skills as Manager. I would like to apply the knowledge I have gained in the past few years in real world application.

PROFESSIONAL AND EDUCATIONAL QUALIFICATION

- ✚ MBA (International Business) from Apeejay Institute of Technology and Science, School of management Greater Noida, U.P in 2012.
- ✚ B. Com from Utkal University (Baruneswar Mohavidyalaya) in 2010.

Organizational Scan

Sash Global Logistics Pvt Ltd

Working as a management trainee (Logistic Operations and Sales) from 8th oct 2012 to 9th Dec 2013

- ✚ Maintaining accounts and Invoice of the company.
- ✚ Creating database for marketing team.
- ✚ Cold calling for fixing appointment.
- ✚ Maintaining a good relationship with exiting customer.
- ✚ Creating new customer through cold calling.
- ✚ Generating query from cold calling.
- ✚ Preparing quotation for customer (both air and sea).
- ✚ Providing essential information to the customer regarding their shipment.
- ✚ Coordinating with each department for smooth and effective work.

Electro-M Techno service Pvt Ltd.

Working as an Assistant Manager Operations and Marketing from 10th feb 2013 to 1st April 2015.

- Maintaining good relationship with existing customer.
- Creating new customer.
- Assisting senior manager in field.
- Generating query from cold calling.
- Preparing quotation for customer.
- Directly handled the customer query and resolve it.
- Preparing Performa invoice for the customer.
- Preparing Purchase order copy.
- Material handling and dispatching.

- Preparing 'C' Form.
- Generating Waybill.
- Assisting back end officer for various operational work like stock maintenance, tax part calculation, Profit loss calculation, accounts etc and many more.

During job, got a certificate for completing product training from The Motwane Manufacturing Company.











HDFC LIFE INSURANCE COMPANY LTD.

Joined as SDM and got promotions to CAM (Corporate Agency Manager) in Hdfc Life Bancassurance Channel since 14th April 2015 to 28th Jan 2017.

1. Presenting Hdfc life in Hdfc Bank.
2. Playing a key role in Hdfc Bank.
3. Co ordinating between 2 branches of Hdfc Bank, a team of 12 persons.
4. Giving support to Hdfc Bank in achieving annual target.
5. Serving customers by handling their query.
6. Giving customers essential information regarding their investment.
7. Sourcing new business for bank.
8. Attaining each sales call of bank employees.
9. Collecting business from bank and login the same in Hdfc Life.
10. Arranging Seminars and Promotional Activities for Hdfc Bank.
11. Motivating and assisting bank employee in field.
12. Giving time to time essential information to bank regarding their annual target vs achievement.
13. Middleman in between Hdfc Life and Hdfc Bank.
14. Generating lead by doing promotional activity like eye camp, drawing competition in schools for bank employees.
15. Maintaining sales quality for Hdfc Life.











Canara Hsbc Obc Life Insurance Company Ltd. (CHOICE)

Working as Sales officer from 1st Feb 2017 to 10th Dec of 2018

-  **Managing 6 branches of Canara Bank and 4 Branches of Obc Bank across Bhubaneswar and Cuttack for bank assurance.**
-  **Motivating and guiding all the branches to achieve the organization goal.**
-  **Maintaining a good & healthy relationship with Branch Manager & other Prospective customer.**
-  **Monitoring the collection of Premium renewals.**
-  **Serving customers by handling their query.**
-  **Giving necessary information regarding product to bank employees by organising product training in bank branches.**
-  **Giving proper information to customer and bank employees regarding products to avoid mis sales.**
-  **Maintain Sales Quality at all labels.**
-  **Giving customers essential information regarding their investment.**
-  **Giving time to time essential information to bank regarding their annual target vs achievement.**

Bajaj Allianz Life Insurance Company Ltd

Working as Executive Relationship Manager from 7th Jan 2019 to still now.

-  **Managing 2 branches of Bandhan Bank across Jajpur for bank assurance.**
-  **Motivating and guiding all the branches to achieve the organization goal.**
-  **Maintaining a good & healthy relationship with Branch Manager & other Prospective customer.**
-  **Monitoring the collection of Premium renewals.**
-  **Serving customers by handling their query.**
-  **Giving necessary information regarding product to bank employees by organising product training in bank branches.**
-  **Giving proper information to customer and bank employees regarding products to avoid mis sales.**
-  **Maintain Sales Quality at all labels.**
-  **Giving customers essential information regarding their investment.**
-  **Giving time to time essential information to bank regarding their annual target vs achievement.**

Technical skill:

- Operating system – Windows XP/07/VISTA
- Software packages- Microsoft Office

AWARDS AND ACHIEVMENTS

- Participated in various sport event held at college & university level
- Chief Sports coordinator of sport meet held in Baruneswar Mohavidyalaya

PERSONAL INFORMATION

NAME- Om Prakash Mishra

GENDER- Male

DATE OF BIRTH- 7/07/1990

MARITAL STATUS- Single

NATIONALITY- Indian

LANGUAGES- English, Hindi, Oriya

HOBBIES- Listening songs, Playing Cricket with my Friends

MAJOR STRENGTHS-

1. Ability to work in pressure
2. Eager to learn new things
3. Supportive attitude
4. Good listener

AREA OF INTEREST- Studying, Internet browsing,

PRESENT ADDRESS- C/O- Malatilata Panda

AT- Goursahi

PO- Mashra

PS- Binjharpur

Jajpur, Orissa

PIN- 755012

PERMANENT ADDRESS- C/O- Malatilata Panda

AT- Goursahi

PO- Mashra

PS- Binjharpur

Jajpur, Orissa

PIN- 755012

Declaration

I do hereby declare that all statements made herein are true to the best of my knowledge and belief.

Date:

[Signature]

Place:

Om Prakash Mishra