**V.N.**

Vinay Naruka

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| **PROFESSIONAL EXPERIENCE:** | * Working in HDFC Life Insurance Company Limited, Jaipur (Oct 2022 – Till date) as an Assistant Sales Manager.   + Building Network of Insurance Agents and completing their formalities in this manner   + Generating Sales of products   + Meeting and Counseling of customers by providing them best as per their eligibility and requirement   + Product evaluation and competitor analysis * Worked in Hdfc Sales Pvt Ltd , Jaipur (Jan 2020– Sep 2022 ) as Asst. Sales Manager   + Business development activities   + Responsible to increase the sales & marketing functions to achieve the targets.   + Reporting and emailing as per the guidelines.   + Build a network of brokers so as to meet targets by handling promotional activities, rewards & recognition   + Feedback from Customers * Worked in Anukampa Real Estate Group, Jaipur (Jan 2016 – Dec 2019 ) as Sr. Sales Manager.   + Business development activities   + Responsible to increase the sales & marketing functions to achieve the targets.   + Reporting and emailing as per the guidelines.   + Product evaluations and competitor analysis   + Making Presentations and proposals   + Feedback from customers   + Build a network of brokers so as to meet targets by handling promotional activities, rewards & recognition. * Worked in KD Real Estate Group , Jaipur (July 2012 – Dec 2015 ) as Sales Manager.   + Marketing and organizing promotional activities   + Generating sales   + Meeting with the customer and their satisfaction by providing best products and services of company   + Reporting and emailing to senior * Worked in Dainik Navjyoti , Jaipur (Aug 2011 – Jun 2012) as Manual Account.   + Entering bills/vouchers of sales in manual accounting registers   + Maintaining petty cash and expenses   + Filling, documentation and reporting   + Hawker payment Clearance and maintaining their ledger * Worked in Reliance General Insurance , Jaipur (May 2010 – Jan 2011) as Insurance Advisor/Agent.   + Attending New customers and approaching them with suitable products   + Working for insurance formalities / claims / NOC with banks and clients |
| **EDUCATIONAL QUALIFICATION:** | * M. Com. from Rajasthan University in 2013. * B. Com. from Subodh College, Jaipur in 2011. * 12th class from Secondary Education Board Rajasthan in 2008. * 10th class from Secondary Education Board Rajasthan in 2006. |
| **PROFESSIONAL QUALIFICATION:** | * Cerefication course of‘’Office Administration‘’from ICICI Academy For Skills, Jaipur. * Cerefication course of ‘’Operation Exe.‘’from Safe Educate Pvt. Ltd. , Jaipur. * Well versed with computer workings * Fundamentals of computer and window * M.S word, Excel and PowerPoint * Sourcing on internet and E-Mailing * Computer accounting on Tally |
| **STRENGTH:** | * Active and Good behavior * Able to work in a team and individual * Self motivator * Cheerful behavior * Adaptable person * Punctual and dedicated to work |
| **HOBBIES:** | * Playing cricket * Listening Music |
| **PERSONAL DETAILS:** | Father’s Name: Mr. Prahlad Singh Naruka  Mother’s Name: Mrs. Maina Devi  Spouse Name : Mrs. Rajni Hada  Siblings : One elder sister and one younger brother  Birth Date: 18 October 1989  Marital Status: Married  Nationality: Indian  Language Known: Hindi, Basic English and Rajasthani |
| **DECLARATION:** | |
| I confirm that the information provided by me is true to the best of my knowledge and belief. | |
| Place: Jaipur  Date : | **Signature:**  Vinay Naruka |