**Resume**

**Alisha Rajesh Surani** Add:- 1303, Antartica 'C' Lodha Aqua, Opp. Thakur Mall, Near Dahisar Checknaka,

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* **CAREER OBJECTIVE**

To build career in a growing organization, Where I can get the opportunities to prove my abilities by accepting challenges.

* **SUMMARY**
* Over two years of professional experience in handling insurance policies
* Strong selling and persuasion skills
* Excellent communication and organizational skills
* Ability to interpret financial data, company policies and insurance laws
* Proficient in spreadsheet, Word processor, database and financial software
* Excellent leadership and monitoring skills
* Ability to coach effectively and provide constructive feedback
* Familiar with insurance regulations, instructions, safety rules and procedure manuals
* Ability to calculate amounts and figures like percentage, discounts, commissions, interest and proportions
* **EDUCATIONAL SUMMARY**
* Bachelor of Computer Application degree from Saurashtra University with 66.67%
* Master of Business Administration degree from Gujarat Technological University with 7.5 CPI
* **EXPERIENCE**

Bajaj Allianz Life Insurance Company:

Designation: Sales Manager

Total Experience: 2 years 3 months (working till date)

**Roles and responsibilities**:

* Meeting the Sales targets for the team/ Branch.
* Development of a high performing Advisor team with low attrition rates.
* Assigned the responsibilities of overseeing and directing insurance sales representatives like hiring and conducting sales training.
* Responsible for ensuring that the insurance sales staff maintains appropriate insurance licenses.
* Day to day responsibility of driving business through team of Advisors.
* Assisted sales agents in selling insurance policies by providing insurance providers and services.
* Team Leading and Management.
* To set clear targets and provide appropriate feedback to advisors on progress leading to development of motivated and dedicated team of Advisors.
* Work closely with the advisors, colleagues and internal resources to deliver value result in terms of business for the company.
* Handled the tasks of providing information on changes regarding insurance services and products.
* Responsible for preparing reports as well as maintaining insurance policies and records.
* Assisted clients in areas of insurance claims and ensured the claims are paid on time.
* Performed review of sales reports and paperwork gathered from agents.
* Assigned the tasks of compiling reports and discussing strategies to meet and exceed sales objectives.
* Responsible for updating daily activities of sales staff to upper-level management.
* Ensured that the agents follow company policies and adhere to the state and federal insurance regulations.
* Motivated and encouraged the team to reach the insurance company's sales goal.
* **Computer Knowledge**

MS Word /Power Point / Excel

* **STRENGTHS**
* Hard working
* Confident
* Honest
* **PERSONAL PROFILE**
* Date Of Birth: 03/03/1993
* Sex: Female
* Marital Status: Single
* Language Known: Hindi, English, Guajarati
* Nationality: Indian

(Alisha Surani)