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| **Kishan Goel**  **BC-191-C, Date of Birth: 22nd January 1979**  **Shalimar Bagh, New Delhi - 110088** **Marital Status**: **Married**  **Tel No**.: **09718511986 Email Id**: **Kishangoyal@yahoo.com** |

## Professional Synopsis

* Management Graduate with experience of 17 years in “Office Co-Ordination” involving-

Accounts And Finance

Administration

Operations-Cross Selling

HR

* A keen planner & implementer with devising and Client servicing, Operations plans and ameliorating the company’s growth.
* Team Leader with skills in monitoring, mentoring & motivating team members to accomplish the service delivery norms. An effective communicator with honed analytical, problem solving & organizational abilities.

## Career Highlights

#### Work Experience

#### 31 Dec 2007 till Date

**“Aditya Birla Sun Life Insurance Company Ltd”**

**Deputy Manager – Accounts, Administration, Operations-Cross selling and HR**

**Carrier growth in Aditya Birla Sun Life Insurance Co. Ltd.**

**2007- Joined as Junior Executive**

**2010- Promoted as Executive**

**2012- Promoted as Senior Executive**

**2014- Promoted as Asst. Manager**

**2015-Promoted as Deputy Manager**

**2018-Promoted as Manager**

Accounts

* Performed Cashier activities (Reconciliation of daily collection and arranging for the deposition into the bank on a daily basis).
* Creation of Accruals, Third Party Vouchers, Petty Cash Vouchers etc, disbursal of the payment to the vendors.
* Facing Annual Statutory Audit.
* Processing of Third Party Vouchers
* Adhering GST Norms
* Performed operational support for procurement

**Administration**

* **Day-to-day administration-**

Managing and overseeing

Courier and Communication services,

Security service,

Pantry service.

Supply of Stationery items etc.

Ensuring

Upkeep of the Office premises,

Infrastructure maintenance,

IT facilities,

Travel arrangements for employees,

Housekeeping of office etc.

* **Adherence of legislations.** To ensure that the branch is compliant with the statutes of the all Central and State Government legislations. Maintenance of all statutory records as per **Labor Laws Compliance.**
* **Vendor Management.** Appointing new vendors on local level and renewal of the agreement with the existing vendors. Ensure the best quality services and materials are provided.
* **Cost Control-** Taking necessary actions for controlling the expenses of the branch.
* **Fixed Asset Management and the AMC.**

Maintenance of fixed assets,

Ensure the Insurance of every assets & Insurance claims activities,

Coordinating with HO for the creation and renewal of Annual Maintenance Contract.

* Conducting **events and parties** for the sales force.
* Maintaining the liaison with Landlords and Building Authority, and maintenance and renewal of Lease agreements.

#### Dec 2004 to Dec 2007

#### Executive – Operations- Tata-Aig General Insurance Co. Ltd.

* Branch cashier & Cover note books on Weekly & Monthly basis.
* Resolution of Customer queries, Interaction with Walk-in Customer & Execution of Transfer and Substitution endorsements at branch
* Execution of operational activities (New & Renewal), cancellation, refunds & endorsements and interaction with Agents.
* Performed service deliveries, issuing quotes, endorsements & MIS generation at branch.
* Performed Cashier activities (Reconciliation of daily collections and arranging for the deposition into the bank on a daily basis).
* Administration of online cover notes for Web based selling of Insurance products – WEBPOS.
* Safe custody of Cover notes and other documents through software – DCS.
* Software proficiency on four programmes to manage the high end document management
* MIS and Reporting collection figures every day to Agency & HOD.
* Co-ordination with Internal/External Customer for Resolution of their regular discrepancies.

Educational Credentials

* B com (Pass) from Delhi University in 1999.
* 3 Yrs. Diploma **in Modern Office Practices 1999 – Fr. Agnel Polytechnic.**
* 1 Yr. Diploma in MS Office, Internet - Aptech

Computer Skill

* Presentation Tool: MS Word, Excel, Power Point.
* Expert in Vlookup & Pivot

Personal Profile

* Open mind to learning & can learn anything under the Sun.
* A natural motivator of people.
* Matured individual-ability to get along with people,
* Aggressive, Proactive team player, People management skills
* Enhancement of leadership traits.
* Current CTC 5.50 Lakh per Annum
* Notice Period 1 Month.

**Date: Kishan Goel**