

# **RASHMI MANHAR**

**Address :-** PLOT NO 541 SECOND FLOOR 18<sup>TH</sup> CROSS KPC LAYOUT,  
KASAVANHALLI 560035

Contact: 7709666827

E-mail : *Rashmi.manhar95@gmail.com*

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## **CAREER OBJECTIVES**

To be in a position in a result-oriented company that seeks an ambitious and career conscious person where acquired skills will be utilized towards continuous growth and advancement.

## **EXPERIENCE**

### **1. Company: KATYAYNI ENGINEERING**

Position: Admin Executive

Duration: 3<sup>rd</sup> September 2018 to 20<sup>th</sup> January 2021

#### **Job description**

- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents
- Maintain a company calendar and schedule appointments.
- Project coordination.
- Manpower management

### **2. Company: HDFC Life Insurance Company LTD**

Position: Sr. Corporate Agency Manager

Duration: 08<sup>th</sup> March 2021 to Present

### **Job Description**

- Building and maintaining healthy business relationship with Bank Staff (HDFC bank).
- Managing existing and allied relationship, maintain relationship with clients and generating new leads from them.
- Ensuring quality business through the right sales practice.
- Ensuring proper login and conversion within TAT

Handling any other urgent requirement and nil dispensary.

### **Notable Achievements,**

Certificate of Appreciation for exemplary performance in 100% SP activation

### **ACADEMIC QUALIFICATION**

Degree	Course	Institute/Board	Year of Passing	% or Grade
Graduation	BCOM	Rashtrasant Tukadoji Maharaj Nagpur University	2016	54.75%
12 <sup>th</sup>	Commerce	CBSC (Kendriya Vidyalaya VSN Nagpur)	2013	76.2%
10 <sup>th</sup>	Secondary School Examination	CBSC (Kendriya Vidyalaya VSN Nagpur)	2011	6.2 CGPA

### **SOFT SKILLS/ COMPUTER KNOWLEDGE (IF ANY)**

Excel

Word

MHCET

### **EXTRA CURRICULARS (IF ANY)**

Health & Fitness ,Social mentoring ,Investing, Travelling .

### **PERSONAL DETAILS**

Name : RASHMI MANHAR  
Father's Name : RAJENDERA PRASAD MANHAR  
Date of Birth : 15/01/1996  
  
Nationality : INDIAN  
PAN Card Number : CNKPM8948N  
Languages Known : ENGLISH, HINDI  
Email ID : RASHMI.MANHAR@GMAIL.COM  
Marital Status : SINGLE  
  
Mobile No. : 7709666827

### **REFERENCES (MINIMUM 2)**

1: Abhinanadan Jha -8669167113  
2: Amar Bhora -9845914311

### **DECLARATION**

I hereby declare that all the above written information are correct to the best of my knowledge and belief.

Date : 21-03-2022

Place : BANGLORE