**CURRICULUM VITAE**

**NADEEMULLA CHOUDHARY**

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**Objective**

To productively apply my academic skills and proficiency for a professional, dynamic research oriented organization.

I am looking for an invigorating environment that stimulates development of a strong knowledge base and propels me upwards on the ladder of professional growth and success.

**Professional Experience**

**Currently: Company: Canara HSBC OBC Life Insurance, India.**

* Designation: **Relationship Officer**.
* Duration: 07-Aug-2020

**Job Profile**:

* Handling three branches of Canara Bank Bangalore (Karnataka).
* Handling the term Bancassurance.
* Building relations with the bank staffs for business generation.
* Generate good leads from bank staff to increase the business.
* Keep records of day-to-day activities.
* Advising & promoting clients for the financial planning investment.
* Maintaining and developing relationships with existing customers personally, via telephone calls and emails to retain the customers.
* Giving good services to the existing and new clients.

**Past: Company: Kotak Mahindra Life Insurance, India.**

* Designation: **Assistant Manager**.
* Duration: 26-Sep-2016 to 30-Nov-2019. (3 years 2 months)

**Job Profile**:

* Handled two branches of Kotak Mahindra Bank, Davangere (Karnataka).
* Handled two branches of Kotak Mahindra Bank Bellary and Gangavathi (Karnataka).
* Handled four branches of Thane Bharat Sahakari Bank Ltd Mumbai (Maharashtra).
* Handling the term Bancassurance.
* Keep records of day-to-day activities.
* Advising & promoting clients for the financial planning investment.
* Maintaining and developing relationships with existing customers personally, via telephone calls and emails to retain the customers.
* Building relations with the bank staffs for business generation.
* Giving good services to the existing and new clients.
* Generate good leads from bank staff to increase the business.

**Past: Company: Reliance securities Ltd, India.**

* Designation**: Customer Services Associate (CSA).**
* Duration: 2-Dec-2014to 23-Sep-2016. (1 year 9 months)

 **Job Profile:**

* Handle inbound, outbound call’s and also do email, web chat to resolve the query of customers.
* Preparing MIS of calls, emails and web chat daily and weekly basis.
* Helping clients with necessary product knowledge of online trading process and guiding client for the software demo.

**Past: Company: Serco BPO, India.**

* Designation: **Customer Services Associate (CSA)**.
* Duration: 22-Aug- 2013 to 1-Dec-2014. (1 year 4 months)

**Job Profile:**

* Handle inbound calls
* Handle complaints
* Resolve customer query

**Past: Company: Matrix Air conditioner& Refrigeration, India.**

* Designation: **Office Manager**.
* Duration: 10-Feb-2011 to 3-May- 2012. (1 year 3 months)

**Job Profile:**

* Meet and greet clients and visitors.
* Preparing Sales Invoice.
* Register customer complaint for service.
* Follow up on payment from the customers.
* Handling cash collection and Cheque deposits.
* Preparing Cheques and Banks reconciliation.

**Academics**

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| --- | --- | --- | --- |
| **Course/year of passing** | **Institution** | **Board** | **Aggregate** |
|  Bachelor of Business Management 2011 | Wardlaw CSI College Bellary, India | Gulbarga University | I class |
| XII /2008 | WardlawP.U. College Bellary, India | Department of pre- university education | II class |
| X /2005 | M A K Azad high School Bellary, India | Karnataka State Board | II class |

**Projects**

* Successfully completed project in Featherlite furniture on Direct Marketing.

**Computer Knowledge**

* Tally
* Proficiency in, Microsoft Win95/98/2000/XP/7/8, MS Word, Excel,Access, PowerPoint

**Personal attributes**

* Excellent communication skills.
* Good Interpersonal Skills.
* Team Player.
* Creative thinking.
* Flexibility and Innovation.

**Personal Information**

* **Date of Birth :** 02/04/1986
* **Marital Status :** Married
* **Nationality :** Indian
* **Languages Known :** English, Hindi, Marathi, Kannada, and Telugu.
* **Address**  : No 8, 1st cross 2nd floor Chamundi nagar near Saba Masjid,

Manjunatha layout, R T nagar post Bangalore 560032.

**Declaration**

I declare that the information given above is true to the best of my knowledge

(**NADEEMULLA CHOUDHARY**)