

Pranav Agrawal

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Q-272 south city-1 sector 40 Gurgaon 122001

Objective- A long-term engagement with an institution and strategizing the business development and processing at the ground levels

Skills & Abilities- Branch handling, Leadership skills, management skills and problem-solving skills. customer satisfaction, Handling sales and customer, Adaptability, Decision making, Multi-tasking.

Experience -

Aditya Birla Health Insurance-Operation (1st August 2022 – Present)

- Working as Assistant Manager in Operation.
- Renewal collections from customers
- Handling Branch, Sales handling, Admin related work.
- Cross -selling to the existing customer
- Convince to the customers for OD against insurance policy
- Cashiering, customer service, branch walking customer handling
- Mandate working for payments and collections
- Underwriting work and issuance of NB policy and pendency
- Handling branch issue and admin work related and maintain balance sheet of day to day expense such as vendor's payments, petty cash etc.

BAJAJ ALLIANZ LIFE INSURANCE COMPANY (30th September 2019 to 30th July 2022)

- Working as customer service executive (CSE) in Operation.
- Renewal collections from customers
- Home visit of HNI customers
- Convince to the customers for OD against insurance policy
- Cashiering, customer service, branch walking customer handling
- Mandate working for payments and collections
- Underwriting work and issuance of NB policy and pendency
- Handling branch issue and admin work related and maintain balance sheet of day to day expense such as vendor's payments petty cash etc.

INTERNSHIP-

DE-MART E-SELLER GURU, KANPUR (JULY 2019 TO AUGUST2019)

- Working as Assistant Catalog Listing Manager
- Live the product on different panel like Amazon, flip kart, pay-tm, snap deal with proper description, keyword and key feature and help to increase the sale of the product

INTERNSHIP-

STALLION CAPITAL MANAGEMENT- DELHI (JUNE 2018 TO JULY 2018)

- Worked as a sales executive.
- Sold financial products and give knowledge to customers about the products

Education Background

| <u>Degree</u> | <u>University/Board</u> | <u>Institute</u> | <u>Year</u> | <u>Marks</u> |
|---------------------------|--------------------------------|-------------------------|--------------------|---------------------|
| MBA | AKTU university | GLBAJAJ Mathura | 2017-2019 | 71% |
| BBA | Kanpur university | VSIC Kanpur | 2014-2017 | 62% |
| 10+2(12 th) | UP BORAD | BBUMVLukariyai school | 2013-2014 | 79.9% |
| AISSCE(10 th) | CBSE | SMICE | 2010-2011 | 66.5% |

Achievements

- Certificate of participation in Entrepreneurship Awareness Camp sponsored by NSTEDB govt of India.
- Certificate of participation in Corporate Employability Skills by Prof. Dr. Manpreet Singh Manna (mentor, CEGR and director, AICTE).
- Certificate of Appreciation for group dance in Management Fest in GL Bajaj gr. Noida.
- Certificate of participation in Symposium on Japanese Management Strategies and Practices: Insight for Indian Managers by Dr. Justin Paul (Prof. University of Tuerto Rico, USA).
- Certificate of Appreciation for Aptitude Boot Camp conducted IKIGAI and BRICS.
- Certificate of Completion of course in MS EXCEL Advance.
- Certificate of Participation in C++ Programming.
- Certificate of Merit in Tally 9.0 and Accounting Essentials

Software

- CRM
- CASHIERING
- OPUS
- BWC, Jarvis
- QMS

Soft Skill

- Adaptability
- Decision making
- Communication
- Multi-tasking
- Problem solving

Personal Detail

- Father Name- Mr. Raj Narayan Agarwal
- Mother Name- Mrs. Purti Agarwal
- DOB- 28 June 1995
- Permanent Address- 7/A Vadion tola Etawah UP (206001)
- Current Address- Q-272 south city-1 sector 40 Gurgaon 122001