

CONTACT

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OBJECTIVE

Obtaining a challenging leadership position in professional organization, where I can utilize my learn management skills with creative problem solving for convert organizational goals into reality and holistic growth for my organization and myself.

EXPERIENCE

2 Years -

- **Freelancing**
NSE IT
 - *Candidates Approved for examination.
 - *Technical issues resolve (Mail/telecall) and give them technical support.
 - *Raise Call logs and tickets.
 - *Exam papers mapping in system.
 - *Exam papers pull,push and declare results.
 - *Handling queries on Maildesk and telecalling.
 - *Operation work.
 - *Documentation work.
 - *Etc.

18-07-2022 -
30/11/2022

- **Manager**
Max life insurance
 - *New clients Acquisition for Insurance Products.
 - *Consulting insurance policy on formulating or improving their Businesses.
 - *Leaveraging existing relationships and building new relationship with decision - makers within the Insurance industry.
 - *Leading and managing business support and administrative staff.
 - *Ensuring that all new product launches are properly administrative and communicated.
 - *Developing and sustaining long-term relationships with customers.
 - *Driving the sale of key company products and services.
 - *Producing accurate and timely sales reports.
 - *Providing high degree of customer satisfaction and after sales support.
 - *To understand business requirement, convert people into Advisor with proper training, examination process & business knowledge.
 - *To Provide knowledge support to advisor while meeting with corporate as well as individual clients.
 - *To convert business with business revenue to proper true knowledge transfer, customer satisfaction with his requirements & correct way of follow up.
 - *To achieve monthly Target with stimulate team member & advisor with proper direction.
 - *Operation work.
 - *Make Data Report and all backend process.
 - *Documentation work.

7/12/2022 -
30/08/2023

- **Sr. Manager**
HDFC Life
*In HDFC Bank selling insurance products to the customer.
*As per their need like Tax benefits, savings purpose, investment purpose, child education, retirement purpose, etc.
Analysis the need then advice suitable product for customer.
*Handling HDFC Bank Relationship manager Portfolio.
*Check Customer Eligibility through Financial Analysis.
*Operation work.
*All Backend process.
*Documentation work.
*Make Data Reports.

EDUCATION

- | | |
|-----------|---|
| 2021-2023 | <ul style="list-style-type: none">• Chandigarh University
Master of Computer Application |
| 2020 | <ul style="list-style-type: none">• Mumbai University
Bachelor of science (Aero) |
| 2017 | <ul style="list-style-type: none">• Maharashtra Board
HSC |
| 2015 | <ul style="list-style-type: none">• Maharashtra Board
SSC |

SKILLS

- Quick Learner
- Active Listening
- Problem solving
- Self-motivation and Decision Making
- Ability to work a part of team
- MS OFFICE (WORD, EXCEL, POWERPOINT, OUTLOOK)
- Technical Analysis
- Analytical skills
- Financial Data Analysis
- Portfolio Analysis
- Time Management
- Good communication skill
- HTML

LANGUAGES

- English, Hindi, Marathi

DECLARATION

- I hereby declare that all the details furnished above are true to the best of my knowledge and belief.