

CURRICULUM VITAE

ABHISHEK KUMAR SINGH

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OBJECTIVE:

To achieve success in every field of life by giving my best possible efforts and to become self-dependent through learning and exposure.

WORK EXPERIENCE:

MAX LIFE INSURANCE CO. LTD.

ALLAHABAD, UTTAR PRADESH, INDIA

ASSISTANT MANAGER (UPR2657)

(10APR2023-TILL NOW)

TASKS

- NPS distribution for government organization, especially in east part of Uttar Pradesh.
- Responsible for meeting sales targets by daily connecting with Nodal officers in government offices.
- Ensure quality and persistency of business and cross sell products required for retirement planning like NPS Annuity.
- Conducting training session for DDOs and Treasury officers to enable them with the latest update in CRA system & PFRDA guideline.

HDFC LIFE INSURANCE CO. LTD.

ALLAHABAD, UTTAR PRADESH, INDIA

ASSISTANT SALES MANAGER (Emp-218021)

(16AUG2022-4APR2023)

TASKS

- Call and regularly visit for sales calls, gain higher market share of HDFC PFM in their respective Nodal offices mapped to them.
- Responsible for sales of NPS Annuity from state and central government NPS subscriber.
- Developing and nurturing relationship with nodal officer for business development.
- Conducting seminars and awareness sessions for end customer to create awareness and drive business.

ROYAL ENFIELD MOTORS

PRATAPGARH, UTTAR PRADESH, INDIA

SALES OPERATIONS EXECUTIVE (Emp-6278/2003)

(3JAN2018-30MAR2022)

TASKS

- ▲ Maximizing sales revenues and meet corporate objectives.
- ▲ Listening to customer requirements and presenting appropriately to make a sale.
- ▲ Advising customers on product ranges best suited to their needs.
- ▲ Achieving the sales target and focus on increasing sales by using advanced sales techniques.

- ▲ Maintaining customer relationships in order to build long term brand loyalty.
- ▲ Assists in coming up with forecasts annual, quarterly and monthly revenue streams.
- ▲ Maintaining CSI(Customer Satisfaction Index)
- Preparing invoice, purchase orders, Expense reports, Credit memos and payment Transactions.
- ▲ Involving in Insurance and RTO Processing.
- ▲ Maintaining DSR report.
- ▲ Maintaining contacts data base
- ▲ Maintaining expenses and petty cash records

AIR INDIA LIMITED

IGI AIRPORT, NEW DELHI, INDIA

LIAISON OFFICER (LD.SM/E-17/9/3)

(15NOV2015-15NOV2017)

TASKS

- ▲ Responsible for ensuring all Airport processes, that impact the touring teams in the Tournament, proceed as smoothly as possible and all issues related to Airport operations are resolved effectively.
- ▲ Maintain through knowledge of the business, as well as an understanding of how that impacts the other entities of contact.
- ▲ Monitor, coordinate and communicate the strategic objectives of the business.
- ▲ Collaborate and communicate successfully with other entities outside of the business.

Relevant Skills:

- ▲ Pro-active approach
- ▲ Attention to detail
- ▲ Excellent communication skills, Strong interpersonal skills and Negotiation skills
- ▲ Knowledge in Microsoft Office Programs(Word, Excel, Power Point & Outlook)
- ▲ Customer service oriented
- ▲ Able to work in an environment under pressure and self-supervision
- ▲ Cooperating with others, being able to work as a team, and being able to relate to others
- ▲ Business Strategy
- ▲ Business relationship Management
- ▲ Team Management
- ▲ Brand marketing, Customer service

Educational Qualifications:

- ▲ **B.A.** from Dr. RMLA University Faizabad 2016.
- ▲ **Intermediate** from U.P. Board Allahabad 2012.
- ▲ **High School** from U.P. Board Allahabad 2010.
- ▲ **CCC** Course On Computer Concepts 2016.
- ▲ **DCA** Diploma In Computer Application 2011.

Personal Information:

▲ Date of Birth	:	July 11, 1995
▲ Sex	:	Male
▲ Place of Birth	:	Pratapgarh, Uttar Pradesh
▲ Citizenship	:	India
▲ Marital Status	:	Married
▲ Passport No.	:	P8337133

REFERENCE: As per request.

I certify that the above information declared are **true** and **correct** to the best of my knowledge and belief.

ABHISHEK KUMAR SINGH