

VARADA SRINIVAS KANTHI

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DUBAI-UAE.



CAREER OBJECTIVE

Seeking a position in Top Management in the field of Human Resource Development where my professional and individual skills can be utilized, and where I can invest all my professional expertise, qualification, valuable experience to the optimum level, to facilitate mutual growth, for both, the organization and my career.

PROFILE SUMMARY

Energetic and dedicated professional with 18 plus Years of experience & proven expertise in Sales, Sr. Sales Manager, Front office receptionist/admin in a variety of industries and a history of success in providing exceptional customer service in fast paced environment. Thorough and accurate in taking and relaying information. Experience in managing all facets of front office administration, well-versed in anticipating and determining visitors' needs and fulfilling them appropriately including handling multi-line phone systems, managing schedules and maintaining reception. Hands-on skills in using applications such as Microsoft word, excel, outlook to facilitate daily office operations.

A dedicated team player who possess high level of commitment and professionalism with excellent analytical, problem solving, coordination, communication, interpersonal and PC skills.

Areas Of Expertise:-

- Sr. Sales Manager
- Customer Relations.
- Office Management.
- Bookkeeping.
- Schedule Management.

Educational Qualification

- MBA(Specialization HR)Jaipur International University –India
(Completed through Distant Education from Dubai centre-Result Waiting)
- B.A (Bachelor of Arts) Acharya Nagarjuna University-Vijayawada.

----- EXPERIENCE SNAPSHOT -----

- | | |
|---|----------------------------------|
| ➤ Office Admin.
Desert Dreams Foodstuff Trading L.L.C, Dubai - UAE | From Mar 2020 to
till date |
| ➤ Sales Officer.
Alba Insurance Corridor - DMCC, Dubai - UAE | From Aug 2016 to
January 2019 |
| ➤ Financial Planning Officer.
Insighters Insurance Brokers LLC, Dubai-UAE | From June 2016 to
Aug 2016 |
| ➤ Sr. Sales Manager.
ING Life Insurance - Visakhapatnam, India | From July 2013 to
April 2016 |
| ➤ Chief Marketing Manager.
Hi-Tech Security Systems-Visakhapatnam, India | From June 2012 to
March 2013 |
| ➤ Business Area Manager(Agency Distribution)
Aegon Religare Life Insurance - Visakhapatnam, India | From May 2011 to
June 2012. |
| ➤ Marketing Manager.
Hi-Tech Security Systems-Visakhapatnam, India | From March 2006 to
March 2011 |
| ➤ Financial Planning Officer.
Mahavir Auto(Skoda & Mercedes Benz)Visakhapatnam,India | From-2005-2006 |
| ➤ Customer Relation Officer.
Tata indicom, Visakhapatnam, India | From 2001-2005 |

----- PROVEN JOB ROLE -----

Sales Officer and Sr. Sales Manager:-

- Advising clients on motor, home, health and commercial insurance products.
- Liaising with insurance companies through online insurance interfaces, emails and via phone calls.
- Finding the best insurance deals available for a wide range of clients.
- Responding quickly to customer enquiries made about their insurance policies.
- Utilizing client information to maximize opportunities to cross sell and up selling on Insurance.
- Explaining what a policy covers to clients.
- Quickly following up all potential leads.
- Advising clients on premium payment options.
- Maintain accurate and relevant customer administrative records.
- Responsible for identifying new sales opportunities setting appointments and generating revenue.
- Able to work any size territory and meet all sales goals.

----- IT SKILLS -----

MS Word, MS Excel, MS Power Point, MS Paint, Outlook, Internet & E-mail applications.

----- **ACHIEVEMENTS** -----

South Head Champion Performer Certificate of appreciation, Gold medals, valuable gifts and Cash prizes from "Aegon Religare Life Insurance - Visakhapatnam, India"

----- **PERSONAL DETAILS** -----

Date of Birth: 09th MARCH 1983.
Nationality: Indian.
Marital Status: Married.
Passport Details: S3890071
Visa Status: Employment Visa
Availability: Immediately
Languages Known: English, Hindi, Tamil & Telugu.
Driving License: In Progress (Dubai)

----- **DECLARATION** -----

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

I also declare that my present employer has issued NOC to me to work for any other company in UAE on full time/ part time basis due to their delayed project in which I am employed.

Date:

Place: Dubai

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