

CURRICULUM VITAE



SANJAY MOHAN.K

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✉ karanath.sanjay@gmail.com

PRESENT ADDRESS

Mussafah, Shabiya-12
Abu Dhabi- UAE

PERSONAL PROFILE

Date of Birth : 10/05/1985

Sex : Male

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa

Passport No : M9438240

Date Of Issue : 20/09/2015

Date Of Expiry : 19/09/2025

SAUDI ARABIA

Driving License: 2370048460

COMPUTER SKILLS

MS Office :

(Word, Excel, Power point)

Adobe PDF

Outlook Express

LANGUAGES KNOWN

English

Hindi

Malayalam

INTERESTS

Driving

Playing Sports

CAREER OBJECTIVE

To seek challenging opportunity in an organization where I can prove and improve my professional skills and capabilities through sincere efforts.

PROFESSIONAL EXPERIENCE

Company : Alkhait Al Malaki Uniform Abu Dhabi UAE

Position : Sales Executive

Duration : December 2018 to February 2021

Duties & Responsibilities: -

- Report day to day activities and sales report to the General Manager.
- Responsible for the sales and customer care activities in Abu Dhabi UAE.
- Constant follow up on customer enquiries.
- Maintaining healthy customer relation
- Achieving sales target.
- Maintaining existing customer relations and creating new customers.

Company: Kotak Life Insurance Co. India

Position: DEPUTY MANAGER

(Bancassurance-South Indian Bank)

Duration: June 2016 to October 2018

Duties & Responsibilities: -

- Provided financial planning and banking solution to prospective and existing customers.
- Contacted telecommunications to outreach customers to inform them about products and services as well as setting individual appointments.
- Met sales targets as well as following compliance guidelines.
- Drive sales and achieve targets through the bank branches.
- Activate & Penetrate branches for insurance sales.
- Arranging training programs for bank staff on products and selling skills.
- Increasing productivity of bank branch.

Company : Attieh Medico Ltd Saudi Arabia

Position : Secretary

Duration : January 2015 to February 2016

- Receive service calls or service request.
- Distribute all calls and request to the concerned people by mail or provide them copy.
- Make sure all service engineers had to visit the site and done whatever the service they required.
- Collect the report from them and maintain one chart in excel sheet for all these service calls.
- End of each month maintain the chart and submit to the service manager and branch manager.
- Prepare the following:
- Quotation, Delivery voucher, Warranty letter, Spare parts letter & Local / abroad training letter
- Coordinate Incoming Shipments Normally suppliers like Origio, SAGE, Philips, IBA and some other suppliers.
- Coordinate Incoming and outgoing shipments from Jeddah, Al Khobar, Qassim and all other branches.

Company : Bharti Axa Life Insurance Company Ltd India.

Position : Sales Executive- Business Partner Channel

Duration : May 2012 to November 2015

- Report day to day activities and sales report to the Area Sales Manager.
- Responsible for the sales and customer care activities in Thrissur.
- Constant follow up on customer enquiries.
- Maintaining healthy customer relation
- Achieving sales target.
- Conducting demos in remote and dry areas for achieving the target.
- Maintaining existing customer relations and creating new customers.

EDUCATIONAL QUALIFICATION

- ♦ MBA from Mahatma Gandhi University Kottayam-2010
- ♦ B Com from University of Calicut-2005.
- ♦ VHSE from Kerala Board of Examination-2002.
- ♦ SSLC: Kerala Board of Examination -2000.

Other Qualification

- ♦ Certificate in Office Management Program.
- ♦ Certificate in Secretarial Practice.

PERSONAL SKILLS

- ♦ Good communication and presentation skills.
- ♦ Ability to lead and motivate people.
- ♦ Good team player.
- ♦ Willingness to take new responsibilities.
- ♦ Can handle pressure and good in multi-tasking.

DECLARATION

I hereby declare that the above-mentioned statements are true and correct to the best of my knowledge and belief.

Date:

Place:

Sanjay Mohan.k