

RESUME

Name : K B Manoj
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Address : Al Abbas Building, Apt-502, Al Barsha, Dubai.

CAREER OBJECTIVE

To obtain a challenging position wherein I can continue to grow in knowledge, excel in innovative technology applications, interact and share with team members and colleagues.

SKILL SET

Operating Systems : Windows XP, Windows Vista & Windows.
Packages : MS Office, C, C++, HTML.

INTERESTS

- Surfing the internet
- Reading News papers

ACADEMIC DETAILS

COURSE	PASSED	UNIVERSITY	PERCENTAGE
B-TECH	2013	J.N.T.U	60%
H.S.C	2009	Board of intermediate	70%
S.S.C	2007	SSC	70%

EXPERIENCE

TATA BUSINESS SUPPORT SERVICE (TBSS)- (25th Dec 2013 - 1st Dec 2014)

Customer support executive:

A deep knowledge of the operations of a customer care department in an organization. Outstanding communication written and oral and interpersonal skills enable one to deal with Internal and external customer support professionally, creative problem solving skills.

- Capacity to work both as an individual and as a team. Excellent organizational and time management ability.
- Highly self-motivated, willing to learn and quick adaptation to new processes within less time frame. Basic computer knowledge with MS-Office, Outlook and effective browsing skills.

OPULENTUS OVERSEAS CAREERS: (19th December 2014 - 2nd November 2017)

Visa and Immigration Consultant Team Lead:

The Visa and Immigration Consultant is responsible for providing the client with advice and guidance on how best to obtain required documentation to migrate internationally and how to complete this process smoothly. The Visa and Immigration Consultant must work within strict timelines and communicate with authorities and the client consistently via email or telephone. Clients must be treated individually and the process tailored to suit them, with the hiring of translators if necessary. The Visa and Immigration Consultant must have a strong understanding of border control procedures as well as any related legislation. To set clear team goals, tasks and work deadlines. Monitor team performance and report on metrics. Creating a healthy and motivating work environment and atmosphere.

- Assessing clients' personal characteristics, skills and interests via one-to-one interviews and/ group sessions, Providing appropriate help, advice and recommendations based on interviews/test result, running workshops. Offering practical assistance with job seeking, applications/CVs and interviews, Administering and interpreting psychometric and personality tests. Helping clients to solve problems and manage their own careers.
- Aiding clients in their search for appropriate employment, writing action plans, reports and careers literature. Counseling clients that are suffering from stress or facing redundancy/redeployment, undertaking general administration, Marketing and promoting services.

HAPPY VISAS OVERSEAS CARRERS:

SALES MANAGER-(1st December 2017 - 9th July 2018)

Designing and implementing a strategic sales plan that expands company's customer base and ensure it's strong presence. Managing recruiting, objectives setting, coaching and performance monitoring of sales representatives. Handling a team of 10 members and guiding the team to achieve their monthly targets, given the appropriate training on the new provinces. On the daily bases interact with the team members to check the daily activities which they are performing.

- Giving the feed back to the team on weekly bases where the improvement need to be done, listening to calls and assist them in case any queries where unable to answer. Meeting with other managers to discuss possible improvements to customer service and developing customer service procedures, policies and standards for the organization.

PACIFIC MIGRATION: MIGRATION CONSULTANT- (Aug 13th 2018 - Oct 10th 2018)

Careers Consultants undertake a wide range of duties including:

The Visa and Immigration Consultant is responsible for helping individuals who are internationally relocating. Their main role is to ensure the client avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation.

An immigration consultant is a person who helps people to emigrate from one country to another country and through legal and documentation process to increase the chances of immigration for study, work, travel or business purpose.

BANKONUS – CAR INSURANCE (Feb 04th 2019 - Feb 4th 2021).

Commercial Advisor:

Research source and potential clients and build long-term relationships with them.

Persuade prospective clients to engage in a phone conversation and/or meeting to discuss insurance products and advise clients on the insurance policies that best suit their needs and also customize insurance programs to suit individual clients.

- Deliver approved policies to new clients and explain benefits and risks of the policy.
- Re-assess the policy needs of existing clients after life-changing events.
- Fill-out and submit applications, issue quotes, maintain client records and prepare reports.
- Keep abreast of industry and market trends and best practices.

PERSONAL PROFILE:

Name	:	K.B.MANOJ
Father's Name	:	K.BALA NARASIMHA
Date of Birth	:	18 th FEB 1992
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Hindi & Telugu.
Hobbies	:	Travelling, Watching movies.

I hereby declare that the above information furnished is true and correct to the best of my knowledge and belief.

Place : Al Abbas Building, Apt-502, Al Barsha, Dubai.

K.B.Manoj