

AUSTIN REBELLO

Room No. 406, Building No. 29, 2nd street, Discovery
Gardens, Dubai, UAE

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PERSONAL SUMMARY

An ambitious, highly motivated and energetic person with proven ability of a relationship builder consistently praised for my passion to work, empathy for others and upbeat positive attitude. Enthusiastic, Knowledge hungry, eager to meet people, assisting to put a smile is my personal satisfaction. Looking forward to a challenging and rewarding career in any industry, to work in tandem with the aims and objectives of the company, contributing towards business development of a challenging organization, being proactive it's obvious that I shall be at my best.

ADDITIONAL ATTRIBUTES

- Individual whose strength includes cultural sensitivity and an ability to build rapport with a diverse workforce in a multicultural environment.
- Good communication and interpersonal skills.
- Bold to cope under vigorous pressure, flexible with a "Don't give up" attitude.
- Friendly but Firm can handle difficult situations tactfully.
- Loyal, Dedicated and Responsible contributor, committed to excellence and success.

PROFESSIONAL EXPERIENCE

- **Sales Development Manager**
HDFC Life, Goa, India
3rd April 2017 till 25th December 2019

Job Responsibilities :

- Selling Life Insurance Policies
- Dealing with Customers
- Identifying their needs and pitching the required products
- Calling and following up with the customers
- Closing the deals with proper documentation, etc
- Taking care of Service Issues of Customers
- Reminding customers for Renewals and Lapses
- Informing customers about new products and features
- Schedule meetings with bank staff for discussing targets achievement
- Training bank staff with newly launched product knowledge

- **Audit and Accounts Executive**
M/s Kamlesh B. Kanji (Chartered Accountants), Goa,
India June 2010 – September 2015

Job Responsibilities :

- Visited Supermarkets and Resorts for Stock Auditing
 - Handling Accounts of customers
 - Filing Vat Returns
 - Enabling customers to book Appointments
 - Handling outdoor jobs like document submission and collection of documents of customers
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EDUCATIONAL QUALIFICATIONS

Damodar College of Commerce and Economics - India
Bachelors in Commerce
June 2007 to April 2009

ACHIEVEMENTS

Certificate of Appreciation from HDFC Life on Qualifying for Regional Challenge – Lions Share Drive in Sept 2018 for getting the maximum share in spite of stiff competition.

Achieved an Overall **IELTS Score of 6.5** in the IELTS Exam conducted by the British Council

PERSONAL DETAILS

Date of Birth	14th November, 1988
Place of birth	Goa, India
Nationality	Indian
Languages Known	English, Hindi & Konkani
Passport Details	No: U1385642 D.O.I: 31/10/2019 D.O.E: 29/10/2029
Marital Status	Single

DECLARATION

I hereby declare that all the Information mentioned above is True and Correct to the best of my knowledge.

AUSTIN REBELLO