
DANISH KHAN



DANISHKHAN45466@GMAIL.COM



9718760633



ADDRESS

A62, WEST JAWAHAR PARK,
LAXMI NAGAR
NEW DELHI 110092

OBJECTIVE

A result orientated dynamic professional, who is now looking for a new and exciting role. Proven track record of delivering good performances in challenging roles and responsibilities assigned.

Skills

- Proven track record of excellent performance.
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EXPERIENCE

WORKED AS BUSINESS MANAGER SKILL ENHANCED ACADEMIC SOLUTION PVT LTD, NEW DELHI (JANUARY 2016 TO PRESENT)

- Tie up with different colleges for placement & training sessions.
- Making presentations in engineering colleges and companies
- Visiting companies and making tie ups with the company for further business. Managing all the Admission matters of the organization including Student matters.
- Setting Target and take corrective action when needed, review performance with team members
- Monitor competitor activities and devise effective counter measures
- Handle marketing initiative and alliances in the assigned territory
- Following up new business opportunities and setting up meetings
- Planning and preparing presentation
- Communicating new product developments to prospective client
- Giving Seminar in various engineering colleges
- Meeting with College Director , Principal , HOD, TPO And other authorised person
- Handling the grievances
- Checking the quality of the services / Assignments, worksheet, weekly & monthly test series
- Monthly reports maintaining/ Teachers & Students Performance report, sales report etc.

WORKED AS A BROKER GENERAL & LIFE INSURANCE AGENCY AUGUST 2013 - JANUARY 2016



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- Analytical and able to adapt to new environments and learn new processes quickly.
 - Focused approach towards given responsibilities and ensure that it meet its objective.
 - Ability to plan, organize and prioritize workloads.
 - Ability to determine priorities, be self-directed and work with minimal supervision.
 - Maintaining & developing good employee relations.
 - Enthusiastic person with good communication and leadership skills.
 - Possess strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and in a diverse community.
 - Excellent computer skills including Internet, MS Office and presentation skills.
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Worked As Agency Manager At SeaSolution insurance Broker

(Another venture of Skill Enhanced Academic Solution) JAN 2018 TO MAY 2021

- Sell insurance policies to potential clients.
- Help individuals, businesses, and families
- Hiring new agent ,dealer and distributor
- select the most appropriate policies for health, life, and properties.
- Offer property and casualty, life, health, disability, and long-term care insurance.
- Sell policies that protect individuals and businesses from financial loss resulting from automobile accidents, fire, theft, storms, and other events that can damage property.
- Pay beneficiaries when policyholders die.
- Sell annuities for retirement incomes.
- Offer health insurance policies that cover the costs of medical care and loss of income due to illness or injury.
- Advise clients on how to minimize risk.
- Advise clients on retirement planning, estate planning, and also provide assistance in setting up pension plans for businesses.
- Sell mutual funds and variable annuities.
- Seek out leads and new clients.
- Maintain reports and records of insurance policies.
- Match insurance policies for clients with the companies that offer the best rates and coverage.
- Obtain price quotes.
- Process applications.





EDUCATION

DEGREE / DATE EARNED

- Bachelor in Commerce (Accounts Honors) from Delhi University(SOL), New Delhi. (2009 - 2012)
- 10+2 From Tilkamnjhi Bhagalpur University. (2007- 2009)
- All India Senior Secondary Certificate Examination (CBSE) from SKP Vidya Vihar. (2007)

TECHNICAL QUALIFICATION

- A short term Certification course in MS office.
- Operating System - Windows 98/XP
- Office automation package - MS Office, MS Excel, Outlook Express & Internet

- Utilize the Web to respond to quotes for insurance policies.
- Maintain regular contact with clients.
- Answer questions and make changes to existing policies.

Worked as Divisional Manager at Indian Infoline (IIFL), Noida. November 2011 - June 2013

- Handling Team of 30-40 employees
- To sell insurance products to customers.
- Have always achieved assigned targets and was the top performer in the process.
- Act as a backup for the VP and helping team members in achieving their targets.
- Analyzing the potential of the peers, and motivating them to enhance their performance.
- Preparing MIS Reports.
- Searching opportunities for new businesses with the existing as well as upcoming clients.
- Conducting market research and needs assessment to improve outlined products as per demand.
- Developing program area budget to meet targets/operating margins as established with the Director. .
- Keeping check on the progress of client meetings and taking feedback to get the outcome details.
- Resolving client complaints/inquiries.
- Keeping check on the quality of the delivery.



Worked as Team Leader at DA Vision Portfolio Management,
October 2010 - October 2011

- Developing and maintaining coordination with all existing clients.
- Handling Team of 20-25 employees
- To convincing the customer and sell insurance products to customers via telephone.
- Have always achieved assigned targets and was the top performer in the process.
- Act as a backup for the AM and helping team members in achieving their targets.
- Analyzing the potential of the peers, and motivating them to enhance their performance.

Worked as Tele Sales Officer at V-Customer, Sarita Vihar
June 2010 - October 2010

- To convincing the customer and sell products to customers via telephone.
- Have always achieved assigned targets.

Worked as Tele Sales Officer at PCL Export,
Jan 2010 - June 2010

- To convincing the customer and sell products to customers via telephone.
- Have always achieved assigned targets.

DANISH KHAN
JUNE 28, 2021



