

M S AKHTAR

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OBJECTIVE: To be an essential and formidable part in the all-round development of the organization by setting standards in the field of Sales and Marketing by providing perceptible results.

SUMMARY: Over 20 years of extensive experience in Retail Banking Investment, Finance, Life & Non-Life Insurance Industry, Sale of Retail Liability Products and simultaneously Leadership ,Team Management, Motivation, Rewards, Retaining of teams,Maintain Quality of Services,focus on Teams Progress with the Development of Business and best Administration

PROFESSIONAL EXPERIENCE: -

Plaza India & Co. Odisha

(Multi financial products & Services)

As a Admin & Distribution

15th July 2020 to Continue

Handling Multi Product of Finance & Investment, Insurance Life Non Life, Banking and Non Banking Services,Simultaneously focusing Online Services, leading & tracking business of team of Sales & Marketing, Motivating & Priority to Provide Prompt Service to get more Business & Client.

Hinduja Leyland Finance - Mumbai

As State Insurance Coordinator-Maharashtra & Goa

from 14th February 2017 to 31st March 2020.

Assessing business potential in different segments of business and finalise the budget after discussion with the concerned State Managers and Insurance Head and fix business targets for each hub/branch in the State for Motor, Life, PA, Health and other insurance products.

Recruitment of Insurance Executive (Hub) on off roll.

Providing training on insurance products/process to all Feet on Streets.

Responsible for deciding the strategy to achieve the business targets.

Conducting monthly review.

Motivate the team achieve State Target.

Responsible for achieving the business revenue targets projected.

Keeping track of the contracts wherever insurance deposit is available and ensure that renewal intimation and policy issuance happen through our tie up.

Keeping track of customer visit of the executives reporting to him through "Customers Insurable Interest Data card" – where the details of vehicles owned by the customer and the present insurance details can be captured.

Taking effective follow up with the Hub/Branch head/Insurance Executive as inferred from such Customer Insurable Interest Data Card.

Impart training to new joiners update them with changes, developments in the industry.

Co-Ordinate with the Branch/Hub managers/Insurance Executives and collect all documents in case of insurance claims and submit the same to the respective Insurance Companies and ensuring that the claims are processed to the maximum amount and within a month.

Ensuring that the commission/fees etc. received is matched with the amount receivable as per the statement of business done and sort out the discrepancies then and there.

Ensuring supply of cover note from insurance company and establish control over the issuance of cover notes.

Wherever online facility is established for issuance of cover notes and issuance of policies on line ensuring that the same is in continuous operating mode.

Ensuring that sufficient funds are available in the Advance Premium Deposit amount for each of the insurance company to ensure that the premium amount is paid instantaneously.

Certify the incentive payable for the eligible employees as per the policy and ensure that the same is paid on time.

Worked

The United Star Multi Trading Co. -Kolkata

Area Manager (from 20th May 2011 to 01 February 2017)

Bharti Axa Life Insurance Co. Ltd, Kolkata

Distribution Manager (*May 16, 2008 to April 6, 2011*)

Looking after the overall branch Business Development

Handling Team of Advisors / Financial consultant, Recruiting & Training the Team

Mobilization of funds through Life Insurance Products

ICICI Prudential Life Insurance Co. Ltd-Odisha

Unit Manager (April 9, 2007 to May 15, 2008)

Handling Team of Advisors / Financial consultant

Recruiting & Training the Team

Mobilization of funds through Life Insurance Products

The Peerless General Finance & Investment Company Limited-Odisha

Executive-Marketing (*April 3rd 2006 to April 2nd 2007*)

Recruit Team, Trained, Lead, motivate & Retention the Field Force

Retail Sale and Marketing of Company's Deposit Scheme

Retail Sale of life and Non-Life insurance Product

Arrange Loan Fair, Maturity Fair, and Recruitment Fair

Follow-up with Front office Generation of Branch Business Deposits

SALES-Include Tele Sales, Cross Selling Enhance Customer satisfaction & delight

Regular Interface with Depositor and Provide Timely Product Information

Liaisoning Activities with brokers of the company.

Brand Building Activity in remote areas of Branch Location

Proper coordination between Branch & HO **and** Managing MIS to H.O & Statutory authorities

ICICI Bank Limited-Kolkata

Sales Executive (*October 19, 2004 to March 31, 2006*)

Role of Team Leader in Kolkata Regional Office

Recruit Team, Train, Lead, motivate & Retention the Field Force

Sales & Marketing of Retail Liability CASA Product

ICICI Web Trade Limited-Kolkata

Financial Consultant (*February 20, 2002 to September, 2004*) Marketing and Promotions of Demat A/C in the State of West Bengal, Orissa & Bihar

National Institute of Computer Education

Business Development Executive (*August 20, 1998 to July 15, 2001*) - Promotions of software programmed in various institutional Part time.

AWARDS & ACHIEVEMENTS

Best Business Manager: Certificate of Appreciation

Hall of Fame for Branch Business Achievement

Trophy for Top Recruitment Manager in East

True performer-Festival of Pride

Achieved "Cross Country Challenge": Won Silver Medal

Top NAAF Producer and many more Certificate of Appreciation

EDUCATION

B. Com (Honours) from B. N College, Sambalpur University, 1997

EMBA (Finance) from NIBM, Chennai,

WORKSHOPS/CERTIFICATIONS

HWC (E-Commerce) from NIIT Kolkata in 2002

Diploma in Rail Transport and Management from IRTM Delhi in 2002

COMPUTER SKILLS-MS-OFFICE, INTERNET

PERSONAL DETAILS

Father's Name : Lt Mohammad Jamil Akhtar

Nationality : Indian

Blood Group : B+ve

LANGUAGES SPEAK

English, Hindi, Oriya, Urdu, Bengali, Chhattisgarhi, Bihari, Bhojpuri, and Marwari

LANGUAGES READ & WRITE:

ENGLISH, HINDI, URDU, ORIYA

HOBBIES: Travelling, Friendship, Reading Books, Playing Badminton, Chess, Learnings & Learnings

Thank You

M S Akhtar

(Mohd Sakil Akhtar)
