



Ajay Patil

Senior Executive Assistant

📍 Bharuch, Gujarat, India

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Languages

Hindi (Fluent)

Marathi (Fluent)

English (Work Proficiency)

About

BRANDS WORKED WITH

Canara HSBC OBC Life Insurance Company Limited

Construction

Deeya Panel Products Pvt. Ltd.

for RAKSHA TPA

IndiaFirst Life Insurance Company Ltd

KOTAK DIRECT

Max Life Insurance company limited

Oasis Ceramic Pvt. LTD.

Star Union Dai-Ichi life Insurance Company Limited.

Experience

● Senior Executive

IndiaFirst Life Insurance Company Ltd | Jul 2021 - Now

Job profile: Generating leads from deposit, walking, advance and savings customers, Customer meet, bank insurance day celebration, NRI meet. Organize staff meeting at all designated branches on weekly basis. Train and motivate staff to provide a better Understanding of products. Build good relation of bank manager and bank staff.

● Assistant Manager

Star Union Dai-Ichi life Insurance Company Limited. | May 2020 - Jun 2021

Job profile: Generating leads from deposit, walking, advance and savings customers, Customer meet, bank insurance day celebration, NRI meet. Organize staff meeting at all designated branches on weekly basis. Train and motivate staff to provide a better Understanding of products. Build good relation of bank manager and bank staff.

● senior sales officer

Canara HSBC OBC Life Insurance Company Limited | Aug 2016 - Dec 2019

Job profile: Generating leads from deposit, walking, advance and savings customers, Customer meet, bank insurance day celebration, NRI meet. Organize staff meeting at all designated branches on weekly basis.

● associate Agency Development Manager

Max Life Insurance company limited | May 2015 - Jul 2016

Build good relation of bank manager and bank staff. Working as associate Agency Development Manager for Max Life Insurance Company LTD. From 20-05-2015 to 18-07-2016 Job Profile: Responsible for recruitment and management of Agents- Identify, recruit and manage Advisors from the respective region, Train and motivate advisors to provide a better Understanding of market products, Monitor and agent's performance, Help them Achieve maximum business, Meet customer on a regular basis for achieving standards Activity management Review and Reporting.

● Administrator Officer

Deeya Panel Products Pvt. Ltd. | Aug 2013 - Jan 2015

● Production Supervisor

Oasis Ceramic Pvt. LTD. | Aug 2012 - Jun 2013

Entering Material Details, Generatering Staff salary. Sales, Purchasing, Handling cash Box, Handling Loading and Unloading, Handling Dispatch, Handling the inward and Outwards all work Handling of Plant,And etc.. Working as Production Supervisor for Oasis Ceramic Pvt. LTD. From: 29-08-2012 to 11-06-2013 Job Profile: Doing work like Development work Production, Handling refectory, workshop, loading, unloading Department.

- **Administrator for Darshan**

Construction | Mar 2010 - Aug 2012

Job Profile: Entering Material Details, Data upload, Generate ring work order, quotations and bill, Generating staff salary, handling cash box, site supervision and handling inward And outward all work handling of operator and driver.

- **Assistant Manager**

KOTAK DIRECT | Sep 2008 - Jan 2010

Job Profile:

- **Team Leader**

for RAKSHA TPA | Jun 2006 - Aug 2008

Servicing the leads provided by the tell caller by cold calling into different areas B Reaching pit stop targets handling the team Members, training the team handling the team of Telle-callers and arranging the sales activities in different Places.

Working as Team Leader for RAKSHA TPA from 01-06-2006 to 31-08-2008
Job profile: Entering claim policy, Data upload, generating claim number, registering the Claim, calculating claim amount, cheque updating, handling the inward and outward All work and handling of claim executives and document boys.

Achiements: 1. Got fast track promoting from sales officer to senior sales officer within 1 year of Joining. (Canara) 2. Quali fied "MARCH BONANAZA CONTEST" (Canara) 3. Got Finance trip to Singapore and Malaysia (Canara) 4. Won " GUJARAT LION CONTEST" (Max) 5. Promoted to assistant production manager to administration officer within 9 month. (Oasis ceramic pvt ltd) 6. One appraisal within 6 month (Kotak)

Education & Training

- **NORTH MAHARASHTRA UNIVERSITY Jalgaon (M.H)-2007**

B.SC in computer,

2003

- **Bhopal Board (MP)**

H.S.C. (science stream),

2001

- **Bhopal Board (MP)**

S.S.C.,