

Tanweer Alam

tanweeralam@rediffmail.com

91 9939512524

Gaya, Bihar, India



I look forward to utilize my experience and skills in making effective decisions leading to Efficiency, growth and profitability of the organization.

Professional Attributes:

- Operation Management, Business Development & Presentations.
- Planning & Executions, Strategic Planning.
- Customer Relationship Management, Sales & Operation Support.
- I look forward to utilize my experience and skills in making effective decisions leading to Efficiency, growth and profitability of the organization.

Skills:

- Good Communication & Interpersonal Skills.
- Excellent in MS Office and keen to learn New Technology.
- Technical & Analytical Skills.
- Initiative & Problem Solving Ability.
- Good Computer Skills.

Experience:

PNB Metlife Insurance Co. Ltd- Relationship Manager (Punjab National Bank)

Location: Gaya, Bihar, India

July 2020 to Continue

Responsibilities & Duties

- Responsible to manage relations with Banca partners, especially with bank employee.
- To close the leads provided by Relationship Manager of Bank Partner.
- Conduct skilling sessions for bank staff on a regular basis
- Responsible for meeting sales target through Banks FOS.
- Responsible for maintaining relationships with all constituents in the Bank Branch
- Keeping accurate record of referrals received from all constituents in the bank branch.
- To achieve sales target through direct marketing, micro-marketing activities, corporate work sites, referrals, cross-sell, telesales, etc.
- Generate insurance business through activities and referencing.
- Prospect is new to bank customer (clients) through insurance route.
- Generate leads and business potential through various sources and by open market sourcing.
- Coordinate with branch operations in order to ensure timely processing of Policy/application forms.
- Maintain good relationship between branch manager and colleague.

MAX LIFE Insurance Co. Ltd- Relationship Associate (Axis Bank Ltd)

Location: Gaya, Bihar, India

Oct 2018 to July 2020

Responsibilities & Duties

- Responsible for meeting sales target through Banks FOS.
- Responsible for maintaining relationships with all constituents in the Bank Branch
- Keeping accurate record of referrals received from all constituents in the bank branch.
- Adhere to agree TATs on first customer contact and follow-ups from the date of the lead being registered.
- Direct approach him/herself at least 5 new customers in the bank branch each day.
- Increasing bank's customer awareness about Life Insurance solutions and achieve the targeted penetration on cross sell within the branch's customer base.
- Drive effectively the Reward and recognition programs launched for the bank staff.
- Shall train the bank staff regularly on concepts in life insurance and new product introductions
- Coordinate continuously with Business Development heads to ensure smooth functioning of operations

AMER MOHD. AL-DOSSARY TRANSPORTATIONS- Store Manager & Supervisor

Location: Dammam, Kingdom of Saudi Arabia

25 Sep'16 - to 25 Sep 2017

Responsibilities & Duties

- Mainly responsible to day to day Store Operations & Management of Rental and Transportation, Material and Resource Supply Business Units.
- Extremely reliable and safety conscious with solid experience in warehouse operations to include loading and unloading trucks; shipping and receiving; order picking / packing; staging and stocking.
- Excel at accurately labeling freight, monitoring inventory, calculating and verifying quantities, and using computers to maintain records and track shipments within high-volume warehouse environments.
- Proficient in the use of truck movement, standup forklifts, swing-reach trucks, and order pickers; troubleshoot breakdowns and call for repairs.
- Readily support new processes and promote team-oriented environment to enhance productivity, build morale, and control costs.
- Possess valid driver's license, excellent driving record. Looking after all proper documentation of Operations functioning and prepare regular progress and compile any other report as required by the Directors.
- Ensure that the Vehicles and Equipment are available by Workshop Manager & Drivers for use and when required, in good condition.
- Manage relationships with contractors and suppliers to ensure services and materials are transported at the right time and price.
- Responsible for all Store Operations related activities of workshop areas, stores, calibration of vehicles and equipment.
- Check all required documentations and maintain work for smooth & proper running.
- Maintain proper documentation and log books as required.
- Making Different Type of Report as Per Need of Management.
- Obtain and maintain truck licensing and registrations.

GETIT INFOSERVICES PVT. LTD- Account Manager - Sales & Operation

Location: Patna, Bihar , India Jan'13 to June' 16

Responsibilities & Duties

- Promoting Print & Online Advertisement Product such as Yellow Pages, Business Directories, Facebook Ads, Google Ad words, Customized Software (For Lawyers) and Website Promotion to the Educational Organization, School & Colleges, Professional Law firms, Competitive & Academic Institutions in the assigned territory.
- Responsible for Handling Primary & Secondary sales for complete Print & Online media solutions to existing & new potential clients in Print, Online Sales vertical.
- Identifying potential clients and closing deals to start relationships with them to generate revenue through increasing the number of Sales.

AMSURE INSURANCE AGENCY LTD. Assistant Sales Manager - Sales & Operation

(A Group of Amway India & Corporate agent of **Max New York Life Insurance** in **India.**)-

(Growth Path: Joined as AIP, Promoted as Sr. AIP and then Promoted as Asst Sales Manager)

Location : Ranchi, Jharkhand , India Jan'07 to Nov' 11

Responsibilities & Duties

- Responsible for meeting the assigned sales targets for the territory by giving Sales training to the Amway distributors about the product of life *Insurance (Max Newyork Life) & General Insurance (Royal Sundaram).*
- Achieve the sales target allotted.
- Ensure error free proposal forms and turn it around within the stipulated time.
- Ensure immediate discrepancy resolution of all the pending cases.
- Ensure highest quality of service to all the ABOs in the area.
- Have at least four face-to-face sessions of LI product with ABOs every day.
- Communicate ABO feedback to the management and help in strategic initiatives.
- Procure consistent business from the Amway leaders in the allocated area and the Design and execute training programs for Life Insurance products to ensure timely implementation of all Sales processes.
- Manage, coach and provide guidance to the team of AIP's and Sr. AIP's, motivating them to meet business numbers. Monitor each AIP's daily performance and compare it with the month's objective. Appreciate and reward performers. Provide guidance to under performers.
- Regular Interaction with Sales & Operation Teams of Max New York Life Insurance regarding error free Application process (Form filling, documentation, sales pitch etc.)
- Relationship Management with Amway and leaders in the region, through regular communication and problem solving initiatives. Build cordial relationships with Amway Distributors at various levels.
- Responsible for driving regional and national promo and marketing contests.

Academic Education:

XAVIERS INTERNATIONAL UNIVERSITY - Bali, Goa, India, 2005

Master of Business Administration

MAGADH UNIVERSITY, - Bodh Gaya, Bihar, india, 2003

Bachelor of Science

Computer Education:

SOFTWARE SOLUTIONS INTEGRATED LTD.(SSI), – Patna, , 2003
2 Years Diploma in Internet Programming

Computer Skills:

- Excellent Working Knowledge in Computer Application.
- Well versed in all Operating Systems.
- Proficient in use of Microsoft office applications, mails & all official work.

Personal Profile:

- Father's Name: Shamsheer Alam
- Citizenship: Resident Indian
- Date of Birth: 25th January, 1981
- Contact Numbers: +91-9939512524
- Marital Status: Married
- Passport : Yes
- Driving License: Yes (Saudi & India)
- Languages Known: English, Hindi , Urdu & Arabic
- Permanent Address: Tanweeer Alam, Khurshid Manzil, Jail Road, Hamzapur, Sherghati
Gaya, Bihar-824211

Declaration:

I do hereby declare that the above-furnished statements are true and complete to the best of my knowledge and belief.

Tanweeer Alam