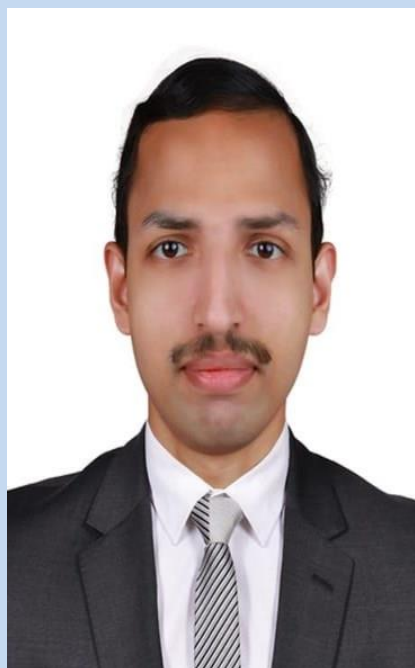


M GEORGE ABRAHAM

HR PROFESSIONAL



Contact

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Email

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Languages

English, Hindi, Malayalam

Professional Synopsis

Careerlinked Education Council (June 2018 - November 2022)

ATS Services Pvt. Ltd
(December 2017 - March 2018)

RR Insurance Brokers Pvt. Ltd (June 2016 - July 2017)

Educational Credentials

Master of Business Administration
(2013-2015) GGSIPU, New Delhi

Bachelor of Business Administration
(2010-2013) GGSIPU, New Delhi

Senior School (2009-2010)
CBSE Board

Secondary School (2007-2008) CBSE

Summary

Extensive background of employment assistance to people from diverse cultural environment with great enthusiasm, determination and a proven track record of client satisfaction.

Duties and Responsibilities

Careerlinked Education Council (Margdarshak)

[Position - HR Business Development Executive]

- ❖ To hire real/virtual human resources in the field of counseling
- ❖ To supervise the teams performance for the successful accomplishment of the monthly business and perform the assigned tasks.
- ❖ Update monthly date-wise work activities and remuneration of working staffs.
- ❖ Arrange training for real/virtual staff in order to provide proper guidance to the youngsters.

ATS Services Private Limited [Position - Collection Executive]

- ❖ Make outbound calls to remind customers about delinquent accounts about their overdue payments
- ❖ To ensure payment dues are collected

RR Insurance Brokers Private Limited [Position - Operations Associate]

- ❖ Collecting MIS records from portal and arranging the same with respect to the relevant branches and sending the client records to relevant branches
- ❖ Arranging renewal notices of policies pertaining to general insurance by coordinating with the relevant insurance companies and sending those notices to respective clients pertaining to different branch
- ❖ Arranging cheque collection from the customer by coordinating with the respective branch
- ❖ Punching the renewed and fresh policies in the relevant client code pertaining to relevant branch
- ❖ Taking follow-up from the client regarding renewal of policies

Key Skills

Attributes

Exceptional Communication, Presentable, Time Management, Leadership, Positive Attitude, Integrity, Self-confident, Relationship Management, Team Management

Computer Proficiency

- HTML, Microsoft Word, Excel, Power Point and Outlook

Personal Profile

- **Date of Birth:** 21st December 1991
- **Gender:** Male
- **Religion:** Christian
- **Marital Status:** Single
- **Nationality:** Indian
- **Passport Number:** U8426304
- **Visa Status:** Visit Visa (UAE)