

Kishan Kumar



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Flat No-202, Al Manara Building.
Opp. Karama Center, Karama
Dubai. , 6009, United Arab
Emirates



SKILLS

Microsoft Word, Excel, Tally
E.R.P.9

Able to work as a team and
as an individual.

Good writing

Team Leadership

PERSONAL DETAILS

Date of birth

01 Sep 1994

Nationality

India

Visa status

Employment Visa

Marital status

Single

ABOUT ME

Looking for a position that will build on my skills and provide me ample scope for growth and contribute towards the organization goals effectively. Using the conceptual skill and knowledge through education and work experience. To dedicate maximum to the profession with commitment devotion and to improve my skills and to prove my work. Eager to join your team and leverage my skills and experience for mutual growth. Committed to contributing effectively to organizational goals, utilizing my knowledge from education and work experience. Dedicated to professional excellence, continuous improvement, and proving my worth.

WORK EXPERIENCE

Executive in Employee Benefits

Avon insurance broker L.L.C / Dubai / Jan 2023 - Jan 2024

- Reviewing the medical records.
- Conducting the telephone or in-person interviews with applicants or healthcare providers.
- Requesting additional information or documentation from applicants.
- Applying underwriting guidelines, laws, and regulations.
- Collaborating with the sales teams, agents and Insurer.
- Maintaining the accurate records and files.
- Collecting the Outstanding payments from clients.
- Issuing the medical policy within the turnaround time.

Assistant Procurement Officer

Plantech-Arabia at Jubail / Saudi Arabia / Jan 2021 - Jan 2023

- Support procurement processing.
- Assisting in planning, sourcing, evaluating, and acquiring goods/services.
- Maintaining relationships with suppliers, negotiate contracts, and ensure compliance.
- Processing and tracking purchase orders, invoices, and payments.
- Monitoring stock levels, track orders, and optimize inventory.

Senior Relationship Officer

Bancassurance for Union Bank in Star Union Dai-ichi Life Insurance
Co Ltd / India/Jan 2018- Jan 2021

- Achieving sales targets for life insurance products.
- Identifying and pursuing new business opportunities.
- Building a relationships with existing clients to upsell/cross-sell.
- Ensuring client satisfaction and retention.
- Developing and maintaining relationships with banking staffs and branch managers.

Relationship Manager

Motilal Oswal Financial Services Ltd / India / Jan 2015 - Jan 2018

- Acquiring new clients and open Demat accounts.
- Selling SIP (Systematic Investment Plan) products.
- Achieving sales targets and meet business goals.
- Identifying and pursue new business opportunities.
- Building and maintaining strong relationships with clients.
- Providing investment advice and guidance.
- Ensuring client satisfaction and retention.

EDUCATION

Bachelor of Commerce (BCOM)

Shree Gokarnanatheshwara College, Mangalore / India / 2015

Diploma In Computer Application

Pre-university

Ganapathy Pre-University Mangalore / India / 2012

LINKS

LinkedIn:

<https://www.linkedin.com/in/kishan-kumar-385462216>

LANGUAGES

English



Hindi

