RESUME

 **SHEELU TOMY THOMAS**

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**CAREER OBJECTIVE**

To achieve a challenging and well-rewarded position in an organization, that helps for my continuous improvement and to contribute for the growth of the organization and my main strengths are:

* Ability to create appropriate climate for team work, growth and communication.
* Ability to adapt quickly to new sectors or working conditions.
* Confidence in attempting new tasks.



**CAREER**

* Over 3 years of extensive experience in Sales and Business Development , in Automobile and Insurance Sector. Currently working as Development Manager in the Apollo Munich Health Insurance, Calicut, Kerala.

**THE GROWTH PATH & EMPLOYMENT GRAPH**

* Worked in Silk park as Floor Manager (2007-2008)
* Worked in Best car meenchantha as Front office Manager (2016

-2018

* Worked As Development Manager In Edelweiss Tokio Life Insurance (2018 -2019feb)

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# PROFESSIONAL SYNOPSIS

* + - Proper understanding of Top line & Bottom Line of Business and enlighten the same to the team members to bring in more focus on business strategies and implementation.
		- Team Management-Handling the team for reaching the targets and analyzing their productivity.
		- Management of petty cash and bill payments
		- Maintaining the Enquiry Tracker
		- Office House Keeping Supervision
		- Timely planning of infrastructure preventive maintenance.
		- Supervise infrastructure repairs
		- Tracking of Enquiry & follow up
		- Apart from sales , customer satisfaction index ,accessory sales, & finance retention also comes under my responsibility
		- Business Development: Conducting the promotional activities in different
		- locations and cooperates to generate the enquiries and ensuring the proper follow up.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Course**  | **Board/university**  | **Specialization** | **Year of Passing** |
| Degree  | **Annamalai university** | Sociology |  |
| Plus-Two | **National institute of open schooling** | Arts | 2012 |
| S.S.L.C | **Govt. of Kerala** | State Syllabus | 1996 |



**ACHIEVEMENTS**

* A well built sales professional with 4 years of experience in customer relation
* Awarded best performer in Edelweiss tokio life insurance
* Awarded best performer in Apollo munich health insurance last month



 **TECHNICAL COURSES DONE**

* MS Office, Excel , Net expert , DTP



**PERSONAL PROFILE**

Date of Birth : 15-5-1981

Gender : Female

Father’s name : K.A.Thomas

Nationality : Indian

 Address : valiyaveettil house

 Gandhi road

 Near vellayil railway station

 Calicut-11

Languages known : Malayalam,Hindi,English,Tamil ,Kannada

##### DECLARATION

##### I hereby declare that what is stated above is true to the best of my information and belief.

 Sheelu Tomy Thomas