

Renuka Rajesh Parwani

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Sangeet Complex, Jesal Park,
Bhayandar (East), Dist.
Thane - 401 105.
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Outstanding 16+ year track record in Sales experience as Customer Service Representative and Development Manager in Banking Sector Superb interpersonal, communication and coaching skills.

Personal Details

- Husband' s Name - Adv. Rajesh Ashok Parwani
- Date of Birth - 8th August, 1979
- Nationality - Indian
- Religion - Hindu

Educational Qualification

- B.Com [Mumbai University
(R.K. Talreja College of Commerce, Arts & Science [Ulhasnagar)

Technical Skills

- | | | |
|---------------------|---|---|
| Computer Literacy | : | Diploma in Computer Fundamental
Tally 5.4 / Internet. |
| Other Qualification | : | Typing 60 W.P.M with A Grade.
Shorthand 60 W.P.M with B Grade. |

Professional Experience**Capital Controls India Pvt. Ltd. (Now known as Capco Water Solutions Pvt. Ltd.)**

December, 2010[Till Date

Marketing Manager

Key Responsibility:

- Coordinate with clients for product and cost, Order Confirmation, Order Dispatches, Road permits etc.
- Prepare Offer / Quotations and submit online & offline for Chlorination systems
- Negotiation with Client for technical and commercial, contractual commitments.
- Looking for Online Tender (E- Tenders) for Govt., Semi Govt., Public sectors & Pvt. Ltd. Co.
- Maintain records for orders in hands, balance material in day to day basis.
- Coordinate with A/c' s Dept. for collection of payment, BG, PBG & EMD' s
- Coordinate with Factory personals for Order Dispatches.

HDFC Standard Life Insurance Company Ltd.

2010

August, 2009[December,

Sales Development Manager (Banc Assurance)

Key Responsibility:

- To attend 16 Indian Bank Branches for closing the Insurance Policies.
- To attend customer queries related to policies.
- To provide all information related to renewal and fresh policies to the branch managers of Indian Bank.

- Coordinate with Advisors / Agents appointed for generating business.

Reliable Paper (I) Ltd.

October 2008 – March 2009

Sales Development Manager

Key Responsibility:

- Coordinate with BILT for Order Confirmation & Order Dispatches.
- Coordination with Clients & provide them dispatch details.
- Maintain records for orders, balance material in day to day basis.
- Follow-up for Recovery from Third Party.

HDFC Standard Life Insurance Company Ltd.

September 2007 – October 2008

Sales Development Manager

Key Responsibility:

- Controlling entire 40 Financial Advisors (12 License) function and co-ordination with operation/ Reception/ administration
- Developing/ Implementing / Promotional Activities with the financial consultant along with the Marketing department to meet the targets of the financial consultant.
- Controlling the entire sales function of the branch with the help of constant coordination and persistence.
- Handling Man Management function effectively proposing numerous incentives / campaigns to the team members.
- Recruiting and imparting effective training to the new force enhancing commercial and social input.
- Recruitment of financial advisor providing the product knowledge field training, room training and field support helping them in all aspect personal and professional.

HDFC Bank

April, 2004- Aug., 2007

TELE-MARKETING EXECUTIVE

Key Responsibility:

- Call and connivances customers for opening different types Of A/c's in the bank and the main profile is to sale Credit Cards to HDFC A/c. holders.

Comfort Coolers (I) Pvt. Ltd.

April 2002- March 2004

Purchase Assistant cum Computer Operator

Key Responsibility:

- Follow all parties for purchase of material, to maintain records of balance Supply & pending orders, Issue Purchase Order; work on internet for member registration, Offers online, Product gallery and Receiving and Sending mails.

Standard Chartered Bank

June 2000 – April 2002

Territory Manager

Key Responsibility:

- Open Demat A/c., Saving A/c, Current A/c., Broking A/c. and Follow up with customers.

Date :
Place : Mumbai

(Renuka R Parwani)