

MANISH RATTU

Dubai – United Arab Emirates

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Management with an Exposure in Administration

Now looking for positions like Sales & Marketing / Administration / Customer Service Representative in Dubai

Sales Management with over 6 years of experience training and supervising sales staff while planning and implementing sales strategies over a multi-state territory. Seeking to bring my proven record in team leading and in launching successful marketing campaigns into a senior management position. Obtained a Diploma in Business Management in June 2012. Currently looking to continue the career as Sales & Marketing / Administration/ Customer Service.

KEY SKILLS & EXPERTISE



Professional

- Able to work effectively and fluidly in a small team environment.
- Superb business letter writing and report preparation skills.
- Proficient computer skills including Microsoft Excel, Access, Word and Outlook.
- Tackling difficult problems by finding practical solutions to them.
- Ability to manage time to meet deadlines & can remain focused for long periods of time.
- Strong analytical and leadership skills and exceptional client handling skills.
- Strong ability to supervise.
- Having a forward-thinking and modern approach to the sales and management.

Personal

- A dynamic, energetic person with the desire to work for a growing organization.
- Possessing recognized professional accounting qualifications.
- Self-motivated and able to work with a high degree of autonomy.
- Build a full-scale sales operation from the ground up; duties include establishing database systems, recruitment of senior regional sales managers and developing sales and marketing strategies.
- Successfully expand the marketing reach of older products into emerging digital and online platforms
- Outstanding analytical and critical thinking skills.
- Excellent time management abilities

PROFESSIONAL EXPERIENCE

BUSINESS DEVELOPMENT MANAGER VIVA INSURANCE BROKERS

VIVA INSURANCE BROKERS (DUBAI)

Nov2018 – Mar2020

- Building and maintaining business relationships with clients
- Scheduling and attending meetings
- Discussing and assessing clients' current and future insurance needs
- Researching insurance policies and products
- Negotiating policy terms and costs with insurance providers
- Arranging insurance cover for clients with the insurance provider
- Collecting insurance premiums
- Keeping detailed computer records
- Preparing reports for insurance underwriters
- Advising clients on making claims on their policies
- Renewing or amending existing policies for clients
- Undertaking general administrative duties
- Marketing services

PRODUCT MANAGER- SRR MIDDLE EAST

SRR MIDDLE EAST- TECHNO PARK JABEL ALI, DUBAI

Jul 2016 – May2018

- Managing sales with focus on achieving predefined sales target and growth; developing sales plans and budgets to achieve or exceed the annual sales.
- Analyzing latest marketing trends and tracking competitors' activities for fine tuning sales & marketing strategies.
- Identifying and developing new streams for long-term revenue growth.
- Developing and appointing channel partners to expand product reach in Maharashtra market.
- Evaluating performance of teams against the set targets and doing need based product promotion.
- Working in close interaction with the dealers/channel partners to assist them to promote the product; coordinating with channel partners/dealers and providing response to all queries.

SALES COORDINATOR- SEAGULL INSURANCE LLC

SEAGULL INSURANCE- AL QUSAIS (DUBAI)

Dec 2015– Mar2016

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones
- Contact potential clients and create rapport by networking, cold calling, using referrals etc.
- Appraise the wishes and demands of business or individual customers and sell the suitable protection plans
- Collect information from clients on their risk profiles in order to offer them the proper solution
- Prepare reports to shareholders on the success of your business endeavors
- Retain continuous awareness of transactions, sales and terms and keep relative records
- Check insurance claims to solidify trust and safeguard reputation

ACADEMIC CREDENTIALS / CERTIFICATIONS

- ✓ **DIPLOMA IN BUSINESS MANAGEMENT(Level-5)** – NTEC UNIVERSITY (Auckland- New Zealand)
- ✓ Intermediate (CBSE) - commerce
- ✓ Health and safety certificate- NNZQA

PERSONAL DETAILS

Age: 36 Years | **Marital Status:** Married | **Nationality:** Indian
Languages: English, Hindi and Punjabi | **Visa status:** VISITOR VISA (3months)