



NITHIN K

OBJECTIVE

To pursue a value adding career in customer care and operations with growth oriented organization putting all my abilities and learning into practice with a view to faster a mutually rewarding relationship.

EXPERIENCE

Senior Associate – Operations

June 2018 – Feb 2022

SBI Life Insurance Co Ltd, Vadakara

- Branch Co-ordination
- New Business cashiering and issuance within the TAT
- Initiation of LTR, Maturity, Surrender, survival benefit and Death claims
- Follow up the existing customers and collecting renewal premium for meeting month on month renewal budget achievement.
- Daily MIS Maintaining
- Customer handling and policy servicing
- Effective monitoring of branch admin area and updating branch displays as per the guidelines.

Pre-Sales Executive

June 2017 – May 2018

EXPERT-INFRA Design And Solutions,
Bangalore

Expert-Infra is an India-based company engaged in Networking Solutions. The Company offers Switching, Routing and CCTV solutions The Company has the registered partner with leading OEM

- Following up new business opportunities and setting meetings
- Planning and preparing presentations
- Provides educated recommendations based on customer's needs and objectives.
- BOQ Preparation
- Create/Manage architecture diagrams/plans.
- Participating & conducting pre-sales workshops
- Requirement gathering to understand customer business requirements and prepare appropriate solution response.
- Speaking with customers via email and phone for initial requirement capture
- Act as amend or for the developers on the team.

EDUCATION

M.Sc Electronics

June 2013 – May 2015

College Of Applied Science, Kuthuparamba,
Kannur

DETAILS

📍 37, A Block, Karama commercial complex,
Dubai, UAE

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✉ nithin.k400@gmail.com

🌐 linkedin.com/in/nithin-k-a38471142

🎂 16/Sept/1992

♂ Male

SKILLS

CCNA ★★★★★☆

IPV4 & V6 Router
Configuration And
Routing ★★★★★☆

MS Word ★★★★★☆

MS Excel ★★★★★☆

CCNP ★★★★★☆

LANGUAGES

Malayalam ★★★★★★

English ★★★★★★

Hindi ★★★★★★

REFERENCES

Praveesh Ravindran (Manager -
Tier 1 Operations Calicut HPC)
SBI Life Insurance Co Ltd

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ACHIEVEMENTS

Supervised branch audits of funds to meet proper accounting, reporting and disbursement of requirements.

Produced audit ATR within the time period.

Achieved "Smash the Record" contest for fastest New Business issuance.

Worked as a renewal Co - Ordinator in the first 2 financial year.

Worked and promoted as a LTR Co - Ordinator.