

# RAHUL SHARMA

## Contact No.

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## E-mail :

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## Address:

502, Cheema Nagar  
Jalandhar, Punjab

## Key Skills:

- Leadership and team management
- Good communication and interpersonal skills
- Client relationship management
- Process improvement and workflow optimization
- Training and development
- Sales strategy and pipeline management

## Computer Proficiency:

- Microsoft Office Suite (Word/Excel)
- Software expertise: Visual Catpro (Accounts / Billing), Tekken, Eureka I-Soft, Webex, Sonar CX

## Awards & Achievements:

- Head Boy of School (2006-2007), recognized for leadership excellence.
- Awarded "Singer of the School" title for three consecutive years.
- Represented school in various inter-school singing competitions.

## Professional Summary:

Experienced and results-oriented professional with extensive experience in operations, sales, and marketing within diverse industries. Skilled in team leadership, client relationship management, process optimization, and strategy development. Seeking a role that offers opportunities for growth while contributing to organizational objectives.

## Professional Experience:

### ***AGM BOSS Pvt. Ltd. (May 2023 - Present)***

[Back Office Support System]

#### **Operations Supervisor**

- Supervised a team of insurance professionals, ensuring continuous development, fostering a collaborative and productive work environment.
- Manage key client relationships and tailor insurance solutions to meet commercial client needs.
- Collaborate with underwriters to negotiate favorable terms, considering state-specific laws of California (USA) insurance regulations.
- Streamline processes and workflows to enhance efficiency and reduce operational costs.
- Collaborate with the agency's management team to develop and implement strategies for business retention and expansion within the California market.

### ***Perfect Belts Pvt. Ltd. (June 2018 – April 2023)***

[Manufacturers of Spare Parts for Circular Weaving Machines]

#### **Sales Officer**

- Determine gross-profit plans by implementing marketing strategies; analyzing trends and results
- Establish sales objectives by leading a team of Territory Managers in the Domestic & International Market (through Traders).
- Assessing the sales pipeline & documenting best practices to address queries regarding products, rates & quality.
- Coordination with the transporters for timely dispatch of material, if required.

### ***Alpha International (March 2016 – December 2017)***

[Manufacturers of Sports Equipments]

#### **Marketing Supervisor**

- Conducted client visits to showcase the company's product range
- Recommended modifications to products to make them more commercially viable.
- Develop presentations for trade shows, visiting cities all across the state to promote the company's services.
- Monitor product release depending on consumer interest, and market volatility.

## **OLA (December 2014 –January 2016)**

[Formerly TAXI FOR SURE (Serendipity InfoLabs Pvt. Ltd)]

### **Accounts Admin**

#### **Languages:**

**English, Hindi, Punjabi**

- Responsible for maintaining cab fleet availability.
- Ensured compliance with documentation standards
- Timely inspection of the cab fleet
- Ensuring on-time payments to all the operators ensuring smooth operational efficiency.

#### **Education:**

- Bachelor of Commerce | Apeejay College, Jalandhar (GNDU) | 2010 - 2013
- Higher Secondary (10+2) | New St. Soldier Sr. Sec. Public School (PSEB) | 2009 - 2010
- Secondary Education (10th) | New St. Soldier Sr. Sec. Public School (PSEB) | 2006 - 2007