



DHAVALKUMAR RANK



74th St – Al Souq Al Kabeer -
Dubai



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EDUCATION

- **BACHELOR OF COMMERCE:
COMMERCE**
- **SANT GADGE BABA
AMRAVATI UNIVERSITY 2020**

SUMMARY

Dedicated and organized leader with proven strength to handling business operation, problems solving, organizational and time management skills with positive attitude. Seeking for a long term part time opportunity for the careers growth.

SKILL

- Customer Service Management
- Client Service Focused
- Scheduling and Calendar Management
- Recordkeeping and Reporting
- Verbal/Written Communication skills
- Office Supervision
- Motivation
- Time Management
- Problem-Solving
- Organization and Multitasking
- Adaptable
- Computer Skills (MS Office)

EXPERIENCE

Administrator & Sales Executive Apr 2021 to Feb 2025

**HB Insurance and Investment - Surat, Gujarat
(General Insurance, Credit Cards)**

- Managed major office operation and tasks including data entry, answering calls of customers, maintaining and updating office records, dealing with the paperwork
- Planning office events (Meetings or promotional activities)
- Developed lead to train and assign the duties to staffs. organized work flow of the office
- Scheduled customer appointments, responding to emails, answering the calls and other inquiries
- Handled all the bank transactions online and offline
- Delivered consistent revenue growth over 4 years, achieving 110–130% of monthly sales targets.
- Built and maintained a pipeline of 100+ clients, contributing to a 35% increase in customer retention.
- Collaborated with marketing and product teams to optimize sales campaigns and product pitches.
- Trained and mentored 3 junior sales reps, boosting team productivity by 20%.